How to submit online or by mail

Online:

Please note: If submitting electronically, you do not need to complete page 2.

Or:

Mail form and supporting documentation to:

Office of the University Registrar
5150 N. Maple Avenue, M/S JA57
Fresno, CA 93740-8026

Listed below are the documents considered valid for confirming any changes to your name, social security number and birth date. Form MUST be submitted with a valid government-issued photo ID along with one form of documentation listed below. All forms of ID must be current to be considered valid (expired forms of ID are not considered valid).

**Name Change***:
1. Social Security Card
2. Current Driver’s License
3. Passport
4. Court Decree
5. Marriage Certificate (Only if new name is listed on document)
6. Certificate of Naturalization

*If you are an international student, a copy of your current passport MUST accompany one of the documents listed above.

**Incorrect Social Security Number or ITIN Changes**:
1. Social Security Card (or other SSA documentation)
2. ITIN Letter or Card
3. Current Driver’s License or State ID Card (if it contains a Social Security Number)
4. W-2 Form
5. Unexpired Military ID

**Date of Birth**:
1. Birth Certificate
2. Current Driver’s License (if it contains a birth date)
3. Passport
4. Unexpired Military ID

**Gender**:
1. Documentation is not required.