Request to Update Preferred Name  
(First Name Only)

Complete this form to request an update to your preferred name (first name only). Submit the completed form in person with photo ID to:

Office of the Registrar  
Student Services Building

The student’s preferred name will only be seen on Class Rosters and Grade Rosters. The “primary” name will continue to be the student’s legal name and will continue to appear on the diploma, official and unofficial transcripts, the Portpass, e-mail accounts and any other university documents including financial aid or student financial accounts. Students must continue to use their primary names when conducting official university business. Preferred name changes will not be processed during the grading cycle at the end of each term.

Contact Office of the Registrar at registrar@csum.edu or (707) 654-1203.

Section A: STUDENT (Please print clearly)

Date: ____________  
Student ID: ____________

Phone #: ________________

Primary Name: ________________________________  
(Last)  
(First)  
(MI)

Preferred First Name: ________________________________

Student Signature: ________________________________  
Date: ________________

OFFICE OF THE REGISTRAR

Coded By: ________________________________  
Date: ________________________________