



Registrar's Office
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132
Phone: (415) 338-2350
Fax: (415) 338-0588
Email: records@sfsu.edu

Name Change Form

Date: SF State ID: Email:

Are you currently enrolled? Yes No

Have you applied for Graduation this semester? Yes No

Are you an F1 International Student? Yes No

If yes, please attach a copy of your current passport.

Old Name

First Name:

Middle Name:

Last Name:

Old Signature:

New Name

First Name:

Middle Name:

Last Name:

New Signature:

View the second page for submission instructions and information.

Name Change Instruction & Information

1. Complete Name Change form
2. Collect verification of official documentation of a name change (showing both the previous name as well as the current name after the change) as well as current photo ID.
 - Official documentation of name change (e.g. marriage certificate; legal court document)
 - Current Photo ID showing new name (e.g. Driver's License, California ID, Passport)
 - F1 International Students must present a copy of their current passport in addition to the previous documents.
3. Submit to the Registrar's Office in person at the [One-Stop Student Service Center](#), or by email to records@sfsu.edu.

Processing Time

Once received, the form can take 7 - 10 business days to process, current students can verify changes on [SF State Gateway](#). Former students must contact the [Registrar's Office](#) to confirm the change.

Emails

Email account names are not customarily changed. For exceptions, submit a [service request](#) to open a ticket requesting your account name be changed. Please detail the reason for the exception.

Student Workers

Students who work on campus and have a record in the HR database must contact [Human Resources directly](#) to update their HR records.