

[Office of the Registrar](#), One Washington Square, San José, CA 95192-0009

Use this form to correct your primary(legal) name, address, date of birth, Social Security Number, or Gender if correction via MySJSU is not an option or you no longer have access to MySJSU. For any corrections other than an address change, **legal documentation will be required**, i.e. court document, Driver’s License, Social Security Card, etc. Please submit your form via Dropbox by Student Services Center (SSC) entrance, mail to above address or fax to 408-924-2077. Copies of legal documents including your photo ID are required.

Please answer the following questions:

1. Have you ever been employed at SJSU? Yes No
If you have ever been previously employed by the University (student assistant, staff, faculty, other), you must contact [University Personnel](#) to fill out an additional form for the payroll department.
2. Which best describes your student status? Applicant/New Continuing Former student
3. Have you or will you be a financial aid recipient? Yes No
This form does not replace any request from Financial Aid
4. If you are a student with an I-20 (J1 or F1 visa), please notify [International Student and Scholar Services \(ISSS\)](#) of the change you are making.

Current Legal Name on Record at SJSU:

First _____ Last _____ Middle _____ SJSU ID # _____

Please select from the following choices:

<input type="checkbox"/> Name Change: SJSU uses your legal name (shown as your Primary Name on MySJSU). If you have ever been employed by SJSU, you will also need to change your name for payroll in University Personnel (see above). Required 1) legal document pertaining to your name change 2) government issued photo ID in your new name. My correct name is First _____ Last _____ Middle _____ Have you applied for graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Address Change: please indicate if it is for <input type="checkbox"/> home, <input type="checkbox"/> mailing or <input type="checkbox"/> diploma. My correct address is: Street _____ City _____ State _____ Zip Code _____
<input type="checkbox"/> Update Home Email Address. My current email address is _____ *Use this form only if you no longer have access to edit your email address via MySJSU
<input type="checkbox"/> Date of Birth Correction: birth certificate or passport is required. Previous Date of Birth on Record at SJSU (optional) _____ Corrected Date of Birth _____
<input type="checkbox"/> Social Security Number(SSN) Correction: copy of SSN card is required Current SSN on Record (optional) _____ Corrected SSN _____
<input type="checkbox"/> Gender Correction: court document and birth certificate are required Current Gender on Record _____ Corrected Gender _____ (Male, Female or Unknown) (Male or Female)

Student Signature: _____ **Date:** _____