



# CHANGE OF INFORMATION FORM

**INSTRUCTIONS:** To request an official name, social security number, birthdate change, contact information changes, complete and sign this form. Submit the completed form to the Registrar's Office along with official documentation substantiating the requested change. Examples of substantiating documentation including but are not limited to a copy of a government-issued identification card, marriage license, divorce decree, or other court document. Please allow 7 to 10 business days for processing. Upload the Change of Information form along with copies of supporting documentation by using our [secure file upload system](#). Click [here](#) to access the link.

**Active student may update their personal information including Address, phone number, Preferred name, and email address via BroncoDirect..**

Check the box you want to make the change

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Primary Name Change        | <input type="checkbox"/> SSN Update       | <input type="checkbox"/> Contact Information Update (phone number, email, address) |
| <input type="checkbox"/> Preferred Last Name Change | <input type="checkbox"/> Birthdate Update | <input type="checkbox"/> Gender  |

## Current Name Listed on CPP Records:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Bronco ID: \_\_\_\_\_ CPP e-mail: \_\_\_\_\_@cpp.edu Phone: \_\_\_\_\_

### Check the Box Next to the Information to be Changed:

- Legal/Primary Name Change:** Check Reason for Change and Provide Legal Documentation: Effective Date: \_\_\_\_\_
- Marriage/Divorce  Naturalization  Legal Name Change  Correction of Error  Other (Please Specify): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

- Social Security Number:** Check Reason for Change and Provide a copy of your Social Security or Taxpayer ID card  
*Contact Student Account and Financial Aid to discuss the impact of the change.*
- Correction of Error  New Social Security Number  New Taxpayer ID Number
- Check this box if you are an International student and wish to receive a 1098T tax form. You must also provide your SSN or ITIN.  
Current Number on Record: \_\_\_\_\_ New Number: \_\_\_\_\_

**Date of Birth:** Provide a copy of your current Driver's License, State ID, or Birth Certificate. \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

**Change of Citizenship:** Provide proof of citizenship (Certificate of Naturalization, Passport, Certificate of U.S. Citizenship) \_\_\_\_\_

**Gender:**  Female  Male  Non-binary/Third Gender  Prefer to self-describe  Prefer not to disclose

**Personal Email Update:** New Email Address: \_\_\_\_\_

**Phone Number Update:** New Phone#: \_\_\_\_\_

**Address Update:** New Address: \_\_\_\_\_  
Street City State Zip Code county

### STATEMENT OF REQUEST

I certify that I am not employed by ANY organization at Cal Poly Pomona.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: _____ Processed By: _____	Proof: <input type="checkbox"/> Marriage License <input type="checkbox"/> State/Federal ID
Preferred Name: Student Group Code (CRN) added in PS <input type="checkbox"/> Yes	<input type="checkbox"/> Other: