



# 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](#):

**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

- Primary Name Change     
  SSN Update     
  Contact Information Update (phone number, email, address)  
 Birthdate Update     
  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: \_\_\_\_\_

If you would like to make your Preferred Name the same as your Primary Name, please check this box

- 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

**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: \_\_\_\_\_

Preferred Name: Student Group Code (CRN) added in PS   
 Yes

Proof:  Marriage License  
  State/Federal ID  
 Other: