



OFFICE OF ADMISSIONS & RECORDS

50 Frida Kahlo Way • MUB, Room 188 • San Francisco, CA 94112 • Phone: (415) 239-3285 • Fax: (415) 239-3936

Chosen Name Change Form for Students

This form is for currently enrolled students so they may file a Chosen name change. Only first name may be changed to a Chosen name. Please be advised that changing your first name is not the same as legally changing your name through the courts. If you have a legal name change, please complete the “Request for Change of Directory Information” form and provide supporting legal documentation.

A student’s Chosen name will be used on college records such as class rosters, Canvas and Web4.

Complete the form and present in person:

City College of San Francisco
Office of Admissions and Records
50 Frida Kahlo Way, MUB 188
San Francisco, CA 94112

Or you may submit in to the Admissions and Enrollment Offices at any Center location.

A government-issued ID

Photo ID is required. Present this form along with a copy of your current City College of San Francisco Student ID card or other photo identification in person to the Office of Admissions and Records at Ocean Campus or a Center location for verification.

Section 1: Student Identification

Legal name as it currently appears on your student records:

Last Name _____ First Name _____ Middle Initial _____

Student ID Number: _____ Date of Birth: _____
mm/dd/yyyy

Section 2: Chosen Name

New Chosen First Name only:

New Chosen First Name _____

Section 3: Signature

My signature authorizes City College of San Francisco to add my Chosen name to _____

Student Signature _____ Date: mm/dd/yyyy _____

Disclaimer: Indicating a Chosen name will only change which name appears in internal locations such as student ID, Web4 and class rosters. It will not change your legal name, which will appear on all official CCSF documents such as Official/Unofficial Transcripts, Student Financial Aid records, certificates/diplomas, Payroll and 1098-T. These items will not be changed unless proof of a legal name change is presented.

OFFICE USE ONLY

Received by: _____ Date: _____ Processed by: _____ Date : _____