

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

Use this form to update the following:

- Mailing address or email address (if you are unable to change it via MySJSU)
- Gender - legal documentation will be required (i.e. court document, passport, driver license)

You may submit this form via email to [records-regist@sjsu.edu](mailto:records-regist@sjsu.edu), drop it off in-person at Window R, or put it in the dropbox by the Student Services Center entrance.

### Current Legal Name on Record at SJSU:

First \_\_\_\_\_ Last \_\_\_\_\_ Middle \_\_\_\_\_ SJSU ID# \_\_\_\_\_

### Please select from the following choices:

|  |
|--|
| <input type="checkbox"/> Address Change: Indicate if it is <input type="checkbox"/> home, <input type="checkbox"/> mailing or <input type="checkbox"/> diploma. My correct address is:<br>Street _____ City _____ State _____ Zip Code _____ |
| <input type="checkbox"/> Update Phone number. Indicate if it is <input type="checkbox"/> Mobile phone or <input type="checkbox"/> Home phone. My current phone number is _____   |
| <input type="checkbox"/> Update Home Email Address. My current email address is _____<br><i>*Use this form only if you no longer have access to edit your email address via MySJSU</i>   |
| <input type="checkbox"/> Gender Correction: court document and birth certificate are required<br>Current Gender on Record _____ Corrected Gender _____<br>(Male, Female or Unknown) (Male or Female)   |

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(mm/dd/yyyy)