



California Institute of Integral Studies

CHANGE OF CONTACT INFORMATION OR NAME

Use this form to update the contact information or name CIIS has on record for you.

If you are changing your name, you may submit this form in person or by mail to:

CIIS Registrar's Office, 1453 Mission St., San Francisco, CA 94103.

If you are changing your address, you must submit this form in person. CIIS will only process this form if it's submitted:

- By the student; and
- To the Registrar's Office during business hours; and
- Along with the presentation of a valid photo ID

Alternatively, you may submit an update to your address online via *Pathway*. Below are instructions:

1. Log onto Pathway at <https://pathway.ciis.edu>
2. Click "Personal Info" (found directly beneath the CIIS logo)
3. Click the "Biographical Info" tab
4. Click the pencil icon next to "Name and Address"
5. Input the correct information
6. Scroll down and click "Submit"

Your information will be updated in CIIS' information system within two business days.

If you have questions, contact the Registrar's Office at registrar@ciis.edu or 415-575-6126.

Name: _____ CIIS ID Number: _____
last (family/legal) name first (given name middle name)

IF CHANGING NAME:

New Name: _____
last (family/legal) name first (given name middle name)

Attach a photocopy of a legal document reflecting a name change. Such documents are: 1) a marriage license; 2) a divorce decree that reinstates the maiden name; 3) adoption papers; 4) a court order; 5) a valid passport; or 6) a birth certificate. This request will not be processed without this document.

New E-mail Address: _____

New Mailing Address: _____
street city state zip

New Home Phone: _____ New Work Phone: _____ New Cell Phone: _____

I am: *(check all that apply)* a student an international student a CIIS instructor

Academic Program: _____

Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:

DATE FORM RECEIVED: _____ DATE INFO CHANGED: _____ BY _____

DATE THE FOLLOWING DEPARTMENTS WERE NOTIFIED: _____

- ACADEMIC PROGRAM
- PUBLIC PROGRAMS
- LIBRARY
- INTERNATIONAL STUDENT SERVICES *(IF INT'L STUDENT)*
- HUMAN RESOURCES *(IF INSTRUCTOR)*
- ADMISSIONS *(IF APPLICANT)*