

STEP 1

Go to My Dashboard | CalCentral

STEP 2

Click on Legal Name Change Request

The screenshot displays the CalCentral dashboard interface. On the left, there are sections for COVID-19 updates, resources, and upcoming events. The main central area is titled 'Tasks' and shows a progress bar for 'Incomplete (40)' and 'Completed (54)'. Below this is a list of 'Overdue' tasks, including 'Arrival Documents', 'Vehicle Registration (Student)', 'Driver's License/State ID(Stu)', 'Federal Taxes (Student)', 'State Taxes (Student)', 'Physical Presence (Student)', 'Presence Clarification (Stu)', 'Military CA Duty Station (Stu)', 'Federal Taxes (Student)', 'Miscellaneous 5', 'PRI/Green Card (Student)', and 'Miscellaneous 5'. On the right side, there is a 'Student Resources' section with a link for 'Legal Name Change Request' highlighted by a red arrow. Other links in this section include 'Submit a Form', 'Manage your Forms', and 'Submitted Emergency Loan'. The bottom right corner of the dashboard features the text 'Made with Tango.us'.

STEP 3

Select a Phone Type

CALCENTRAL QAT | Need Help? | Oski Golden ID: 11667051

< My Dashboard | Form Page | Form ID 672485

Legal Name Change : Petition

Student Information

Student ID: 11667051 Oski Golden Bear
Email Type: CAM/P oskibear@berkeley.edu
Phone Type:

Legal Name Change/Correction

First Name: Oski
Middle Name:
Last Name: Bear
Name Suffix:

File Attachments

Name Change: A registered student who wishes to change their legal name on University records, must complete this Legal Name Change Request and upload proper documentation to verify their FORMER and NEW name. This verification must be one of the following pieces of identification:

- Identification Card (Driver's License, Alien Registration Card, Passport, State Identification)
- Legal Court Document
- Marriage Certificate
- Birth Certificate
- Social Security Card

| Attachment Required | Action | Description | Instructions | File Name | Delete |
|--------------------------|---------------------------------------|------------------------|---|-----------|--------|
| <input type="checkbox"/> | <input type="button" value="Upload"/> | Picture Identification | Types of acceptable picture identification: Driver's License, State Identification Card, Passport, Alien Registration Card. | | |

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STEP 4

Type your name as it appears on your legal documents

Legal Name Change/Correction

First Name: Oski
Middle Name: Marsha
Last Name: Bear
Name Suffix:

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STEP 5

Click on Upload to attach documents. Only one document is required, but multiple uploads are accepted.

File Attachments

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- Legal Court Document
- Marriage Certificate
- Birth Certificate
- Social Security Card

| Attachment Required | Action | Description | Instructions | File Name | Delete |
|---------------------|------------------------|------------------------|---|-----------|------------------------|
| 1 | Upload | Picture Identification | Types of acceptable picture identification: Driver's License, State Identification Card, Passport, Alien Registration Card. | | Delete |

[Add](#)

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STEP 6

Find your file and click Upload

Choose From

My Device

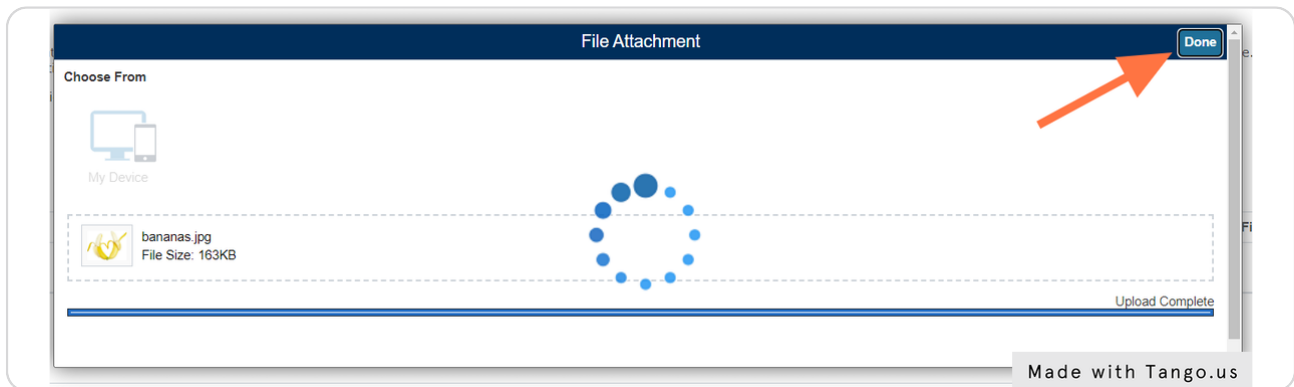
[Upload](#) [Clear](#)

 bananas.jpg
File Size: 163KB

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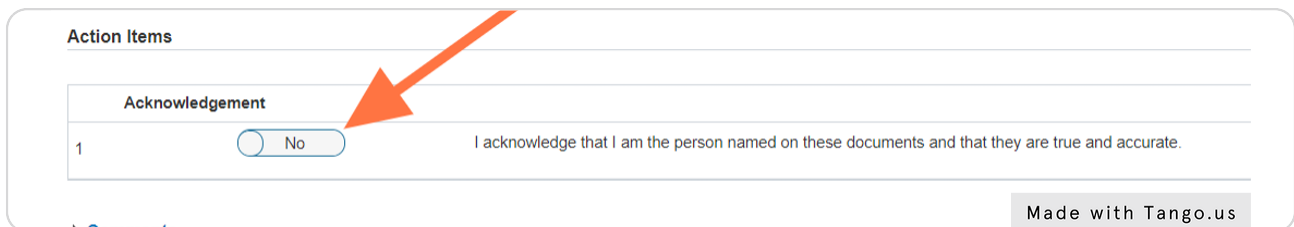
STEP 7

Once your file is uploaded Click on Done



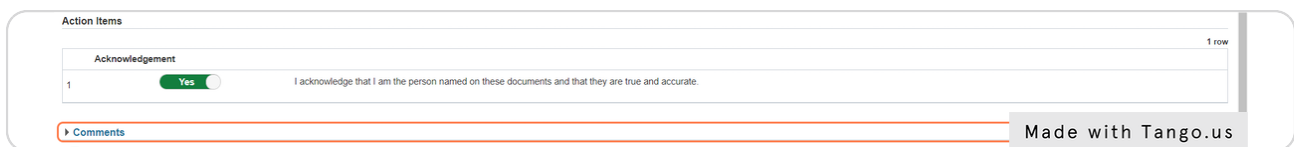
STEP 8

Toggle the acknowledgments button to affirm that you are the person named on these documents and that they are true and accurate.



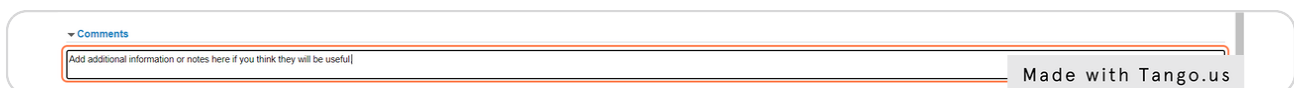
STEP 9

If you would like to add any additional notes Click on Comments



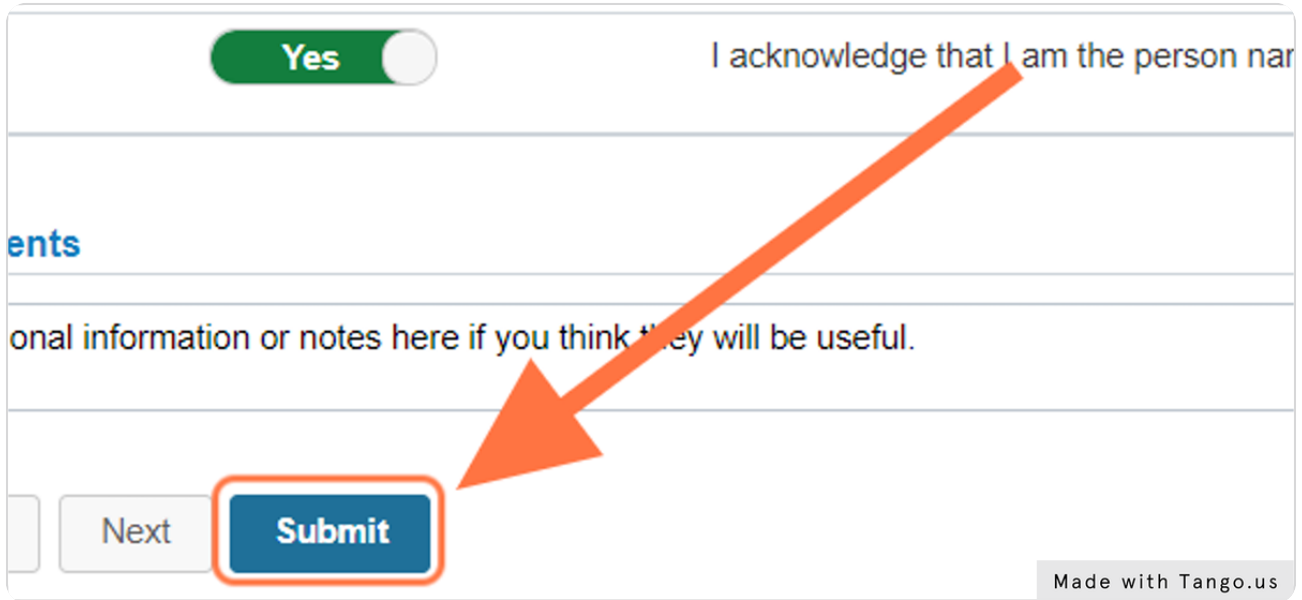
STEP 10

Add additional information or notes here if you think they will be useful.



STEP 11

Click on Submit



Yes

I acknowledge that I am the person named on these documents and that they are true and accurate.


Additional information or notes here if you think they will be useful.

Next Submit

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STEP 12

You should see the submission confirmation page when your form is successfully submitted. You will also receive an email notification.



My Dashboard < Form Result

Legal Name Change : Submission Confirmation Form ID 672485

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

View Approval Route

| Transaction / Signature Log | | | | | | | 1 row |
|-----------------------------|-----------------------|------------|---------|-------------|-------------|--------------|-------|
| | Current Date Time | Step Title | User ID | Description | Form Action | Time Elapsed | |
| 1 | 09/15/2022 10:23:38AM | Initiated | 61889 | Bear,Oski | Submit | | |

Refresh Log

| Action Item Log | | | | 1 row |
|-----------------|-----------------|--|-------|------------|
| | Acknowledgement | Description | User | Time Stamp |
| 1 | Yes | I acknowledge that I am the person named on these documents and that they are true and accurate. | 61889 | |

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STEP 13

You will receive another email when your name change is complete or with additional instructions if more information is required.