Associated Students’ QTRC is located on the Mezzanine Level of the César Chávez Student Center, M-109. Look for the Lavender Star!

Brought to you by:
- asi.sfsu.edu
- qtrc@asi.sfsu.edu
- 415.338.2093
- @as.qtrc
- @as_qtrc
- @as_qtrc
Name Change at SFSU

At SFSU, you must change your name in multiple locations in order to keep your name consistent. It is possible to have your preferred name on your Student ID, SFSU email, Online Student Center, iLearn, and diploma, regardless of your legal name for FREE. Here are the steps to change your name in each system, if you have NOT yet legally changed your name.

Online Student Center *DO THIS STEP FIRST*
1. Log into your Online Student Center through the SFSU gateway (http://www.sfsu.edu/login.htm)
2. Under “Personal Information” click “Names”
3. Add your “preferred name”
   *This will change your name in Student Center, iLearn and your class rosters*

Student ID Card:
1. Go to the Student Services Building and speak with someone at the “ID Card” counter
2. Inform them you already changed your name on your online student center and need a new ID card that reflects your chosen name
   *You do not need to pay for a new ID card*

E-mail:
You can have your chosen name be your email display name, if your email is already set under your legal name.
1. Google “SF State Email Account Services” or go directly to https://www.sfsu.edu/email/
2. Login with your SFSU email account
3. Click on “Directory Name” then on “Change Directory Name”
   *You’ll be able to change your first and middle names, but not your last name.*

Diploma:
When the time comes, you will have the option to choose what name you would like on your diploma. You may choose any name and it does not have to be your legal name. This will also be what your name is in the graduation program. The choice to have “Diploma Name” may exist in your “Personal Information” section of the Student Center, if not, please reach out to your department specifically.