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# Legal Name Verification

Effective July 1, 2025, all students at Columbus State University are required to verify their legal name in our system in accordance with the University System of Georgia's (USG) standards for consistent identity management and to reduce the risk of fraud by impersonation.

As a result of this policy, we are required to collect an official government-issued document to confirm that the legal name on the student's record matches the name on their documentation before enrollment can proceed. Accordingly, a Legal Name Verification registration hold will be placed on each student's account. To avoid delays in registration, students are encouraged to submit the required documentation as soon as possible.

While the policy permits students to designate a preferred name, the legal name on file must match the name shown on their official government-issued document. In accordance with USG policy, CSU cannot approve preferred first names that are deemed vulgar, offensive, obscene, or otherwise inappropriate.

## Acceptable Documents

- Driver's License
- State-issued I.D.
- Passport
- Birth Certificate
  - If your name has changed, you may submit a copy of your marriage certificate, divorce decree, or other government documents that list your name at birth and your current legal name.
- Military I.D. (copies cannot be made)- must present in person
- Certificate of Citizenship
- Certificate of Naturalization
- Lawful Permanent Resident Card
- Employment Authorization Card
- Visa, I-94, I-797 receipt notice, I-20, DS2019, or other immigration document
- Other Forms Issued by U.S. Citizenship & Immigration Services (USCIS), U.S. Customs & Border Protection (CBP), or U.S. Immigration and Customs Enforcement (ICE)
- Marriage Certificate
- Divorce Decree
- Court Order for Legal Name Change
- Certificate of Adoption
- Court Guardianship Documentation
- FAFSA – We will run a daily process to verify that the name, date of birth, social security number, and citizenship status submitted on your FAFSA match the name we have on file for you. The FAFSA aid year filed must also align with the academic year you plan to start taking classes at CSU. If it does not match due to spelling, punctuation, alternative spelling, different last name or first name, etc, you must submit one of the official government documents above.

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## Frequently Asked Questions

What happens if I don't turn in my legal name verification?

Your hold will not be released, and you will not be able to register.

What is the deadline for submitting this documentation?

This documentation must be submitted before you can register for the term you intend to enroll.

Which parts of my name must be verified?

The legal name verification policy requires us to verify the first and last name only. The middle name does not have to match your official government document.

Does the Legal Name verification requirement apply to new, continuing, and returning students?  
The legal name verification applies to new students starting with those first enrolling Fall 2025.

Can a student's Legal Name be verified using an expired document, such as an expired driver's license or passport?  
Yes, while a current document is preferred, it is recognized that some students may not be able to present an unexpired document.

How do I get this information to the Admissions Office?

You may mail or hand-deliver a copy of your acceptable documentation to our office. You may also e-mail acceptable photocopied or photographed documents to [Data\\_Entry@Columbusstate.edu](mailto:Data_Entry@Columbusstate.edu) or submit online via our [Admission Document Upload form](#).