

Incomplete forms will not be processed.

Please allow 5 – 10 business days for processing.

No changes will be made without providing proper documentation along with your signature.

- All documents **must be CURRENT, Expired** documents **will not** be accepted.
- All **documents** must be an **Original document with a raised seal, Certified Copy** or a **Notarized Copy**.

Acceptable Documents:

- Marriage Certificate
- Divorce Decree which specifically states that a name other than married name may be used.
- Court order which legalizes the name and/or gender change.
- Naturalization document which specifies a legal name change.
- Birth Certificate
- Passport
- Social Security Cards are only acceptable when adding or changing your SSN.

**How your Name, SSN or
Gender currently appear in
our records.**

**Legal Changes - How your
Name, SSN or Gender should
appear in our records.**

Last Name		
First Name		
Middle Name/Initial		
Suffix		
Social Security Number		
Gender		

M								
----------	--	--	--	--	--	--	--	--

CWID

Student Signature

Date

Cell Number	
--------------------	--

	@montclair.edu		@
--	-----------------------	--	----------

MSU Email Address

Personal Email Address

Students will be contacted via email should the Office of the Registrar have any questions concerning this form.

Are you on a CURRENT graduation list? Yes _____ No _____ UG _____ GR _____

If yes, which one? January _____ May _____ August _____ Year: _____

Documents Verified by:

Date Received

**Currently
Enrolled**

UG/GR

Processed by:

Date Processed

Currently on Grad List, when