



1. Print your name and student identification number below **as it appears on your** Montclair State University records:

Name: _____
(Last) (First) (Middle name or M.I.)

Student Identification Number: _____ / _____ / _____

2. Complete the information requested below following the instructions in each box where you are making a change. Print your new name using upper and lower cases, and spaces.

Change of Name to:

(Last)

(First)

(Middle name or M.I.)

It is the policy of MSU to use and maintain the legal name of a student at the time the student was enrolled. Where a legal name change has occurred, one of the following documents must accompany this form before a name is changed:

- Marriage certificate
- Copy of a divorce decree which specifically states that a name other than the married name may be used
- Copy of a court order which legalizes the name change
- Naturalization document which specifies a change of name

If your name is spelled incorrectly, please present documentation verifying the correct spelling.

Change of Student ID Number: (Please provide a copy of your Social Security card)

From: _____ / _____ / _____
List INCORRECT student id number

To: _____ / _____ / _____
List CORRECT student id number

3. Sign the form. No change can be made without your signature.

Student's Signature

Date

Office Use Only (to be completed by counter staff)							
Counter Initials	Currently Enrolled	Career	On Grad List	Batch Date	Proof Date	Initials	
_____	Yes No	UG GR	Yes No	_____	_____	_____	W02/05