



Please allow 5 – 10 business days for processing.

No changes will be made without providing proper documentation and 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 change.
- Naturalization document which specifies a name change.
- Birth Certificate
- Passport
- **Original** Social Security Cards are only acceptable for adding or changing your SSN.

If your name is spelled incorrectly, you must submit acceptable documentation.

Incomplete forms will not be processed.

Please print clearly. Use spaces, hyphens, upper and lower case letters where applicable.

Current Information								Change To							
Last Name															
First Name															
Middle Name/Initial															
Suffix															
Social Security Number															
								M							

Student Signature _____ Date _____
(Electronic Signatures are not acceptable)

M									
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Cell Number	
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MSU Email Address	@montclair.edu	Personal Email Address	@_____
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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 _____ Undergraduate _____ Graduate _____

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 _____