Office of the Registrar
Request for Name and/or
Student ID Number Change

1. Print your name and student identification number (CWID) 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 or Social Security Number: (Please provide a copy of your Social Security card)
   From: ______________________________________
   List INCORRECT Number
   To: ______________________________________
   List CORRECT 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)

<table>
<thead>
<tr>
<th>Counter Initials</th>
<th>Currently Enrolled</th>
<th>Career</th>
<th>On Grad List</th>
<th>Batch Date</th>
<th>Proof Date</th>
<th>Initials</th>
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<td>Yes No</td>
<td>UG GR</td>
<td>Yes No</td>
<td>_____</td>
<td>_____</td>
<td>W06/11</td>
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