



**MONTCLAIR STATE**  
UNIVERSITY

**Office of the Registrar  
Request for Name Change and/or  
Social Security Number Change**

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.

<u>Current Information</u>										<u>Change To</u>									
<b>Last Name</b>																			
<b>First Name</b>																			
<b>Middle Name/Initial</b>																			
<b>Suffix</b>																			
<b>Social Security Number</b>																			

\_\_\_\_\_  
Student Signature Date  
(Electronic Signatures are not acceptable)

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CWID

<b>Cell Number</b>	
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	<b>@montclair.edu</b>		<b>@_____</b>
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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**