

**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.**

<b>Last Name</b>			
<b>First Name</b>			
<b>Middle Name/Initial</b>			
<b>Suffix</b>			
<b>Social Security Number</b>			
<b>Gender</b>			

<div style="display: flex; justify-content: space-between;"> <span>Student Signature _____</span> <span>Date _____</span> </div>		<b>M</b>									
<div style="display: flex;"> <div style="border: 1px solid black; padding: 2px; width: 100px;">Cell Number</div> <div style="flex-grow: 1;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <span>MSU Email Address _____@montclair.edu</span> <span>Personal Email Address _____@_____</span> </div>										

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: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Currently Enrolled \_\_\_\_\_

Currently on Grad List, when \_\_\_\_\_

UG/GR \_\_\_\_\_