MONTCLAIR STATE UNIVERSITY

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

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.
Last Name		
First Name		
Middle Name/Initial		
Suffix		
Social Security Number		
Gender		

Student Signature **Date**

M								

CWID

Cell Number	

@montclair.edu	@_____
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 _____ UG _____ GR _____

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**

Revised 4/2022