Office of the Registrar
Request to Change Student Name

All requests to change names must include documentation substantiating the legal change of name. This documentation may be in the form of a court order, birth certificate, passport, naturalization certificate, marriage license or other documentation accepted at the discretion of NJIT. Your request for a name change cannot be made without the required documentation.

Name changes cannot be processed for students who are no longer enrolled as active students at NJIT. Academic records must reflect the name used while in attendance at NJIT, however, a notation will be made on the transcript that the name has been changed since leaving NJIT. New diplomas cannot be issued when name changes have taken place after graduation.

Please complete the information requested below and attach the documentation supporting your request.

International students must have this form approved by the Office Of International Students and Faculty.

YOUR PRESENT NAME

_____ - _____ - _____ _____
Social Security # - Student ID # **Last, First, Middle**

YOUR NEW NAME

_____
Last, First, Middle

Are you an international student studying under F-1,J-1 or J-2 status ____ **Yes** ____ **No**

_____
Student Signature attesting the information submitted in support of this request is true and accurate.

DO NOT WRITE BELOW THIS LINE

Int'l Student Office Approval _____
Date Change Made _____
Batch Number _____
Screen 007 _____
Screen 146 _____
Folder _____
4/1/04