



**Office of the Registrar  
Request to Change Student Legal 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 the legal name change has taken place after graduation.

Please complete the information requested below and attach the documentation supporting your request. Once the form has been completed please submit to the Office of the Registrar. If you wish to order a replacement diploma after a legal name change, please submit a [Request for Replacement Diploma form](#).

**NJIT ID:** \_\_\_\_\_

**Present Name:** \_\_\_\_\_

**New Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

(Student Signature attesting the information submitted in support of this request is true and accurate)

**Date:** \_\_\_\_\_