STATEMENT OF POLICY ON NAME CHANGES ON UNIVERSITY RECORDS

In the interest of accuracy, validity, and legality, it is important that all official records compiled at the University are consistent. Student records are maintained in the name given by the student on the Application for Admission form.

Students may change their names by filing the University's "Change of Name" form with the college registrar. This form also serves as an affidavit that the new name will be used without the intent to defraud or commit criminal activity.

Some internal records, such as microfilm and microfiche, cannot be changed, and the University is not responsible for the use of different names on this type of record. The college registrar will change all other records.

Students are responsible for supplying the University with correct information. The University is not responsible for delays or errors resulting from incorrect information provided by the student.

The University requires that students use only one name at a time. A fee will be charged if a new diploma or I.D. card is issued, or if any other unusual expense is required to change the name.

The registrar may require additional supporting evidence that the new name is being used on other official documents, i.e., drivers license, voter registration, bank documents, court order, social security card, etc.

A "Change of Name" form must be submitted to change the name on University records. The University will cross reference the student's former name.
Rutgers-The State University of New Jersey
Office of the Registrar

CHANGE OF NAME FORM

Read the "Statement of Policy on Student Name Changes on University Records" on the reverse side before completing this form. Use it for changing your name on the University's record. Do not use it for correcting or adjusting the spelling or format of your name.

1. Current Name: ____________________________________________
   Last                        First                        MI

   Requested Name: ____________________________________________
   Last                        First                        MI

   Social Security Number: ______________________________________

2. If currently enrolled, complete the following:

   Student I.D.: ______________________  Current School of Attendance: _________

   Other Rutgers Schools of Attendance: __________________________

3. If not currently enrolled, complete the following:

   Last School of Attendance: _________________________________

   Other Rutgers Schools of Attendance: __________________________

   Degrees Awarded: ______________________  Schools: ______________

4. Statement by Student:

   I affirm that the request for a change of name on the University Registrar's records has no fraudulent or criminal purpose.

   ____________________________________________  _______________________
   ____________________________  _______________________
   Signature                   Date

For Registrar's Office Use Only

Maintenance completed: __________  Permanent Record Card corrected: __________
   (date)                         (date)

cc: Alumni/Alumnae Office - Degree Holders Only
    Dean of Students - Active Only
    Dean of College/School - Active Only
    Business/Cashier Office - Active Only
    Financial Aid - Active Only

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