



Office of the Registrar/One Stop Service Center  
Center for Academic Success (CAS), 1st floor  
(908)737-3463 (REGME) · [regme@kean.edu](mailto:regme@kean.edu)

## REQUEST FOR DATE OF BIRTH CORRECTION

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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### INSTRUCTIONS:

1. Complete this form with the requested information.
2. Make an electronic copy (scan) of your birth certificate.
3. Return this form and birth certificate via email to the Office of the Registrar at [regme@kean.edu](mailto:regme@kean.edu).

This is to certify that the following Date of Birth \_\_\_\_\_ is correct  
and the Birth Certificate provided has been issued by the Social Security Administration.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address \_\_\_\_\_

Mobile \_\_\_\_\_