



KEAN

Office of the Registrar

Name Change Request

This form is to be used by individuals to change their legal name within Kean University's student records.

Current First Name	Current Middle Name	Current Last Name	Current Suffix
Kean University ID Number		Social Security Number	

Contact Information:

Email Address	Phone Number

Update Name:

Applicant

Current Student

Have you applied for graduation? Yes No
Failure to indicate that you have applied for graduation may result in your name being incorrectly listed on your Kean University Diploma and Final Transcript.

Alumni/Alumnae/Former Student

Faculty and staff should refer to the instructions from the Office of Human Resources for name changes. Please visit <https://www.kean.edu/offices/human-resources/human-resources-forms-policies> for additional information.

Reason for Change:

Correction of Error

Legal Name Change

Marriage or Divorce

Other: _____

Requested Name:

If any field below is non-applicable, **please leave it blank.**

First Name	Middle Name
Last Name	Suffix

Required Documents:

Two forms of identification are required (copies and photos of documents are accepted).

- One primary identification**, which may include an updated government-issued photo ID such as a driver's license, passport, or permanent resident (Green) card.
- One secondary identification**, which may include a birth certificate, Social Security card, marriage certificate, court order, divorce decree or legal name court order.

Requestor's Signature	Date

Please deliver this completed form, along with the required documents, to the One Stop Service Center or email this form and required documents to regme@kean.edu.

OFFICE USE ONLY:		
Completed By:	Date Completed:	Form Revised: 9/15/2023