



# 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      -or-      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](mailto:regme@kean.edu).

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