



Office of the University Registrar
400 Jefferson Street
Hackettstown, NJ 07840
(908)852-1400 Ext. 2214

Requested Change:

- First Name
- Middle Name/initial
- Last Name
- Suffix (may be changed with the proper documentation as specified below, as well as, a state issued driver's license)
- First Name Change and Middle Name to Reflect Gender Identity

Reason for Change:

- Marriage
- Divorce
- Naturalization
- Court-Ordered Change
- Other _____

Please Print Clearly:

College ID Number (if known): _____

Name (Old):

Last:	Suffix:	First:	Middle:
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Name (NEW) as it will appear on ALL College Records:

Last:	Suffix:	First:	Middle:
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Signature:	Date:
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For information regarding this form please see the back of this page.

For Office Use Only
<input type="checkbox"/> Colleague
<input type="checkbox"/> Email Notification Sent
Rcv'd by: _____
Date: _____

Policy on Change of Name:

A request for a change of name by a Centenary student is made through the Office of the University Registrar. A change of name request will be considered for any of the following reasons: marriage; divorce; naturalization; court-ordered change. All requests for a change of name must be accompanied by the proper documentation as well as a state issued driver's license or ID. Change of name forms can be accessed through the Registrar's Office in the Seay building. Examples of proper documentation: marriage license, divorce decree, court order, etc. We must receive photocopies of the relevant documents along with this application.

Once the request has been reviewed and approved, then the appropriate changes will be made on the student's academic record (SIS).