



OFFICE OF THE REGISTRAR

o. (201) 684-7695 | f. (201) 684-7956

e: reg@ramapo.edu | ramapo.edu/registrar

STUDENT NAME CHANGE REQUEST

**DOCUMENT
REQUIRED TO
PROCESS
NAME CHANGE:**

- A. To correct spelling or format:** Provide a copy of one of the following: a driver's license, birth certificate, or passport.
- B. To change to a different name (first or last):** Provide a copy of the legal document authorizing the change: a marriage certificate, divorce decree, or court-issued judgment for name change.
- C. To add a middle name or suffix:** Provide a copy of your birth certificate.

1. **R#** _____, or, for students prior to Fall 2006, **SSN:** _____

2. **Former Name:**

Last

First

Middle

Requested Name:

Last

First

Middle

3. **Student Status:** ☐ Currently enrolled ☐ Alumni of Ramapo ☐ No longer enrolled (did not graduate)

4. **Ramapo Email:** Currently enrolled students may request a change to their email username by checking below

☐ Request a new email username (ITS will contact you to schedule the update)

By signing below, I affirm that the request for a name change has no fraudulent or criminal purpose and that I am presently known by this requested name and no other.

By signing below, I understand that if I am an alum and do not also request a replacement diploma, the College is not responsible for any confusion that may arise when verifying a degree.

SIGN HERE

→ **Student's Signature:** _____ **Date:** _____

Registrar Use Only

Initials: _____

Date: _____

☐ Used Name – Notify CSI

☐ Updated in Banner

☐ Pre-Banner Record

☐ Updated Student File

☐ Contacted ITS

Rev. 7/25

ramapo.edu →

505 Ramapo Valley Road
Mahwah, NJ 07430