

*John Jay College of Criminal Justice  
The City University of New York*

**Change of Name Form**

A request for a Change of Name **must** be accompanied by an original legal documentation. A copy of the original legal documentation will be made by the Registrar's Office. Legal documentation includes: Marriage License/Certificate, Court Decree authorizing a change of name, Valid Driver's License/Non-Driver ID/Learner's Permit, Passport.

**(Please Print Clearly)** SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Former Name: _____		
<b>Last</b>	<b>First</b>	<b>M.I. or Middle Name</b>
New Name: _____		
<b>Last</b>	<b>First</b>	<b>M.I. or Middle Name</b>

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Are you in attendance this semester? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Unless you are a John Jay Alumni, your name can not be changed if you are not in attendance.

You are/were an Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Both \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

(I verify that the changes and information above are accurate)

**Please Note:** If you are in attendance during the semester in which this form is filed, it is your responsibility to inform *each* of your instructors of your change of name. You are also advised to inform them again at the close of the semester before the submission of final grades.

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**DO NOT WRITE BELOW THIS LINE**                      **FOR OFFICE USE ONLY**  
Entered in SIMS: \_\_\_\_\_ Credential File Corrected \_\_\_\_\_ Financial Aid Notified \_\_\_\_\_