



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

For Office Use Only

☐ Colleague

☐ Email Notification Sent

Rcv'd by: _____

Date: _____

Chosen Name Form

The University recognizes that some community members wish to use a first name other than a legal first name to identify themselves. The University refers to this as a chosen first name. As long as the use of this different first name is appropriate and not for the purpose of misrepresentation or an attempt to avoid a legal obligation, the University will display a chosen first name in place of your legal first name in some, but not all, internal systems and reports. Centenary University reserves the right to remove any chosen first name that is deemed inappropriate.

Please Print Clearly:

College ID Number (if known): _____

Name (Old):

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

Last:	Suffix:	First:	Middle:
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Signature:	Date:
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Please note, this is not a legal name change. A request for a legal 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.