



Office of the Registrar
 Stevens Institute of Technology
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 Hoboken, NJ 07030-5991
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Address/Name/Student SSN Change

LAST NAME AS IT NOW APPEARS IN OUR SYSTEM	
FIRST NAME AS IT NOW APPEARS IN OUR SYSTEM	MIDDLE NAME/INITIAL

ID Number (Stevens CWID)

Note that you can change your address on Web for Students. Please use this form for changing your address ONLY if you do not have access to Web for Students. You will need to submit this form for each different address.

For a Name Change, SSN Change, and Date of Birth Change, ORIGINALS or COPIES THAT HAVE BEEN ATTESTED AS A TRUE COPIES are required proof. Otherwise the original document can be presented to the office in person. Any document submitted becomes property of Stevens and cannot be returned or copied. Passports and Driver's Licenses are insufficient proof for name and birth date changes. A Social Security Card is insufficient proof for a Name Change.

- Name Change.** Enter new name as you want it to appear on your records.
 Attested copy of name change court order, marriage certificate, divorce degree, etc. must be attached.

LAST NAME	
FIRST NAME	MIDDLE NAME/INITIAL

There is a limit of 32 characters, including a comma and space between the Last Name and First Name, and a space between First Name and Middle Name/Initial in the primary name field of our system. Longer names will be stored, but will only appear on Transcripts and Diplomas.

- Student SSN Change** (Stevens 999 number to Social Security Number or if the SSN in the system is recorded incorrectly ONLY)
 Attested copy of Social Security Card must be attached.

SOCIAL SECURITY NUMBER

- Date of Birth Change** (ONLY if the date in the system is recorded incorrectly)
 Attested Copy of Birth Certificate must be attached.

DATE OF BIRTH (MM/DD/YYYY)

- Student Address Change**
 Address Type: Permanent Local USA (for Refunds) Billing Work Emergency Contact

IN CARE OF, IF APPLICABLE		
STREET		
CITY	STATE	ZIP CODE
COUNTRY (IF NOT USA)		

Phone Type: Home Cellular Work Emergency Contact

PHONE NUMBER (INCLUDE AREA CODE AND/OR COUNTRY CODE)

STUDENT SIGNATURE _____

DATE _____

REGISTRARS' OFFICE _____

DATE _____