

Please complete and submit this form with photo ID and acceptable documentation listed below (if required).

**Acceptable Documentation:**

Please include valid, government-issued photo ID OR RCSJ photo ID AND one item in the corresponding category. If your government-issued photo ID also substantiates the requested change (i.e. new address), an additional form of documentation is not required to process the change.

**Name Change**

- Valid Driver’s license or state-issued non-driver photo ID
- Official Marriage Certificate
- Official Divorce Decree
- Any legal document approving new legal name
- To request a Preferred First Name, please complete the Preferred Name Request Form.

**Address Change**

- Valid Driver’s license or state-issued non-driver photo ID
- Valid lease with the student as the lessee
- Valid mortgage statement, listing student (added)
- Gas or electric bill in student’s name
- Notarized letter from a person with whom the student is living

**Date of Birth**

- Valid Driver’s license or state-issued non-driver photo ID
- Valid passport
- Official Birth Certificate with raised seal

**Social Security Number**

- Official Social Security card
- State W9 form

**Email Address or Phone Number**

- Student ID
- Valid driver’s license or state-issued, non-driver photo ID
- Valid passport

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Student ID: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Change Requested:  Name  Address  Date of Birth  SSN  Email/Phone  
 Other (explain): \_\_\_\_\_

Change from: \_\_\_\_\_ Change To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructions for Submission effective June 9, 2023.

Send this completed form, a copy of photo identification and any additional required documentation

By Mail:  
Rowan College of South Jersey - Gloucester Campus  
Student Services Building  
Student Records Office  
1400 Tanyard Road, Sewell, New Jersey 08080

In Person:  
Student Services Building  
Office of Student Records, Rm 1129

<b>For Internal Use Only:</b>	
Processor: _____	Date: _____ Residency change <input type="checkbox"/> Yes <input type="checkbox"/> No