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**CHANGE OF NAME ON SCHOOL RECORDS**

A student who wishes his or her name to be changed or listed differently on official Einstein records may submit this form. In all cases where the student's name is changed the original name will remain on the record, as well as the new one.

*In case of marriage the official name will read:*

SMITH, JANE – changed by marriage (date) from

~~DOE, JANE~~

*In case of divorce or annulment the change will be recorded as follows:*

SMITH, JANE – maiden name resumed (date)

~~DOE, JANE~~

*In case of change of last name the change will be recorded as follows:*

SMITH, JOHN – name changed legally (date) from

DOE, JOHN

*A change of the first name will be made in the following form:*

SMITH, JACK – also known as

SMITH, JOHN

*Submission:* All applications should be emailed to [bioethics@montefiore.org](mailto:bioethics@montefiore.org), for filing and distribution to appropriate administration.

Banner ID #:        -        -

Student is registered in  **MBE Program**  
 **Certificate Program**  
 **Non-Matriculating/Non-degree student**

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**Name as it currently appears on school records** \_\_\_\_\_  
(Last, First, Middle)

**New name** \_\_\_\_\_  
(Last, First, Middle)

**Documentation:** I am presenting one of the following forms of documentation to substantiate my new name:  
(check one)

Marriage License     Driver's License     Passport     Birth Certificate     Court Order

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**For Office Use Only**

Date Received: \_\_\_\_\_

Processed: \_\_\_\_\_

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

*COPY TO OSF*