

Berkeley College

Student Name Change Policy

Purpose

The purpose of this Policy is to insure a uniform College-wide process for student name changes and to authorize the College Registrar's Office to manage and process them. This Policy also serves to authorize related College procedures, as described below.

Scope

This Policy covers all Berkeley College faculty and staff (collectively referred to as "associates") as well as all Berkeley College students.

Background

All official College documents, including, but not limited to, transcripts, verifications and diplomas, reflect a student's legal name (as it appears on a legal or government issued document, such as a social security card, passport, court order, birth certificate, etc.).

I. Students Seeking a Name Change

Students seeking an official name change within the College should make a written request, indicating the new name and the legal basis for the change, and provide one of the following supporting documents:

- Marriage Certificate;
- Divorce Decree;
- Court order name change document;
- Old social security card (with number) and new social security card with same number and new name;
- Old passport with photo and identifier, and new passport with photo and identifier;
and
- Other government issued identification, if approved by the Registrar.

Students should submit the written request and supporting documentation either in person - to the Registrar's Office at the Woodland Park, New Jersey campus or the 43rd Street campus (4th Floor) in New York City - or via e-mail to: Registrar@berkeleycollege.edu. With acceptable supporting documentation, name change requests take approximately 3 business days to process.

II. Processing Student Name Changes

- A. The Office of the Registrar shall manage and process student name changes at the College and shall coordinate with other College departments, including, but not limited to, the Admissions Department and the International Department, as necessary, to that end. The Registrar is also responsible for updating, as necessary, the list of acceptable supporting documents (on page 1 of this Policy). The Office of the Registrar has the authority to adopt procedures to implement this Policy.
- B. Should another Department come into possession of a student name change request and/or a supporting document for same, that Department shall promptly provide these materials to the Registrar for follow-up and processing.

III. Enforcement

Any associate found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment.