

PERSONNEL DATA STATUS CHANGE FORM

This form is for NJCU faculty and staff only. Alumni who wish to change their records may contact the Office of Alumni Relations at alumni@njcu.edu. Students who wish to change their records should email the Office of the Registrar at registrar@njcu.edu.

Please check all that apply:

Address Change/Phone Change

Chosen/Preferred Name Change

Emergency Contact

Legal Name Change
(provide copy of social security card or
marriage certificate)

Marital Status
(provide copy of marriage certificate)

Other
(specify below)

EMPLOYEE INFORMATION

Employee ID

Department/Unit

Employee Legal Name (Last, First, MI)

Home Address (Street, City, State, Zip Code)

Home Phone Number

NAME CHANGE INFORMATION

If you are changing your name to a new legal or chosen/preferred name, please indicate how your name should appear below.

☐ I am changing my name legally

☐ I am changing my chosen/preferred name

Employee Name (Last, First, MI)

MARITAL STATUS INFORMATION

☐ Married

☐ Single

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

Relationship to Emergency Contact

Emergency Address (Street, City, State, Zip Code)

Emergency Contact Phone Number

OTHER INFORMATION

Please provide any other information you'd like to update here.