

**REQUEST FOR CHANGE IN OFFICIAL NAME**

This form is applicable to Master and PhD students/graduates only.

If you have officially changed your name during your programme of study and have not informed the University, please complete all information below and return this form to the Graduate Studies Office. If you have been conferred the degree, you must return this form within 10 days from the date of the letter on your conferment.

	<b>Programmes by NTU</b>	<b>Programmes by NIE</b>
1) By Post	Graduate Studies Office Nanyang Technological University 42 Nanyang Avenue Student Services Centre, Level 3 Singapore 639815	Graduate Programmes & Research Office National Institute of Education 1 Nanyang Walk Singapore 637616
2) By Email	Please send a scanned copy of this form to gradexam@ntu.edu.sg	Please send a scanned copy of this form to nieadmpp@nie.edu.sg
3) By Fax	Fax No: (65) 6793 1140	Fax No: (65) 6896 9446

Please also attach your supporting documents (e.g. deed poll, identity card, passport, baptismal certificate) for verification. Without the supporting documents, we will not be able to make the change.

If we do not hear from you by the stipulated deadline, your name as presently reflected in our official records, will be printed on your degree scroll. Late requests will not be acceded to.

Name (as printed on conferment letter):		
Degree Conferred:		
Matriculation No.:	I.C/Passport No.:	Date of Birth (DD-MON-YYYY):
New Official Name:		
Surname/Family Name:		Given Name:
Contact Number:	Email:	

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

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