Suffolk University
NAME CHANGE FORM

This form cannot be used by Suffolk Employees or Work Study Students. Please contact Human Resources if you are a member of either group and need to request a name change.

Suffolk University requires legal name to be used on academic records and other official University documents. To change your name on Suffolk University records, you must submit this form, in-person or by mail, to the appropriate Office listed with documentation of a legal name change. If legal name change is sent by mail, the documentation must be notarized.

University Registrar’s Office: Office of the Registrar
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

Undergraduate Admission: Office of Undergraduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

Graduate Admission: Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

Law School Office of Admissions: Office of Admissions
Suffolk University Law School
120 Tremont Street
Boston, MA 02108-4977

Advancement: Office of Advancement
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

Required Documentation

New Name *(one of the following)*
- Government-issued photo ID
- Social Security Card
- US or International Passport

AND

Proof of Former Name *(one of the following)*
- Suffolk ID reflecting former name or legal document of name change (i.e. marriage certificate or other legal document containing both the new and former name)

Suffolk University requires legal name to be used on academic records and official University documents.
Suffolk University
NAME CHANGE FORM

To accurately identify you please fill in the following information

<table>
<thead>
<tr>
<th>SUO UNIVERSITY ID (Alumni fill in if known)</th>
<th>SEMESTER AND ACADEMIC YEAR LAST REGISTERED</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEW LEGAL FIRST NAME (/) SUFFIX

FORMER FIRST NAME (/) SUFFIX

CURRENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>CURRENT HOME ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

CURRENT STATE 1 2 3 4 5 6

CURRENT PHONE NUMBER

<table>
<thead>
<tr>
<th>CURRENT ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6</td>
</tr>
</tbody>
</table>

CURRENT CITY

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

--- BELOW ONLY ENTER THE INFORMATION THAT HAS CHANGED ---

NEW LEGAL FIRST NAME (/) SUFFIX

FORMER MIDDLE NAME

NEW LEGAL MIDDLE NAME

FORMER LAST NAME

NEW LEGAL LAST NAME

Are you requesting a gender change? YES ☐ NO ☐ FORMER GENDER ☐ F ☐ M CURRENT GENDER ☐ F ☐ M

☐ I certify that all information supplied is accurate and truthful

Signature: ___________________________ Date: ____________

Administrative Signature: ___________________________ Date: ____________

Indicate Required Documentation Supplied

New Name (one of the following) ☐ Government-issued photo ID ☐ Social Security Card ☐ US or International Passport

Proof of Former Name (one of the following) ☐ Suffolk ID reflecting former name ☐ Legal document of name change (i.e. marriage certificate or other legal document containing both the new and former name)

Suffolk University requires legal name to be used on academic records and official University documents.