

**Suffolk University**  
**NAME CHANGE FORM**

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***This form cannot be used by Suffolk Employees.***  
***Please contact Human Resources.***

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

Once your name change has been processed and directory information has been updated you will receive email notification from the IT Service Desk.

**Required Documentation (1 and 2 are required)**

1.) New Name (*one of the following*)

- Government-issued photo ID
- Social Security Card
- US or International Passport

2.) 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 NAME CHANGE FORM

To accurately identify you please fill in the following information

SUFFOLK UNIVERSITY ID (Alumni fill in if known)							-	SEMESTER AND ACADEMIC YEAR LAST REGISTERED							SCHOOL																		
1	2	3	4	5	6	7		0	0	0	0	-	Y	Y	Y	Y																	
FORMER FIRST NAME (/) SUFFIX																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5					6	7	8	9	0	1									
FORMER MIDDLE NAME															BIRTH DATE																		
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	M	M	D	D	Y	Y	Y	Y					
FORMER LAST NAME																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0				
<b>CURRENT CONTACT INFORMATION</b>																																	
CURRENT HOME ADDRESS																																	
	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0				
CURRENT STATE	1	2	CURRENT ZIP	1	2	3	4	5	CURRENT CITY	1	2	3	4	5	6	7	8	9	0	1	2	3	4										
CURRENT PHONE NUMBER																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5					
<b>-- BELOW ONLY ENTER THE INFORMATION THAT HAS CHANGED --</b>																																	
NEW LEGAL FIRST NAME (/) SUFFIX																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5																6	7	8	9
NEW LEGAL MIDDLE NAME																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1													
NEW LEGAL LAST NAME																																	
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0				
Are you requesting a gender change? YES <input type="checkbox"/> NO <input type="checkbox"/>															FORMER GENDER					M	F	CURRENT GENDER					M	F					
<input type="checkbox"/> I certify that all information supplied is accurate and truthful																																	
Signature:																				Date													
Administrative Signature:																				Date													

Indicate Required Documentation Supplied	
New Name <i>(one of the following)</i>	<input type="checkbox"/> Government-issued photo ID <input type="checkbox"/> Social Security Card <input type="checkbox"/> US or International Passport
Proof of Former Name <i>(one of the following)</i>	<input type="checkbox"/> Suffolk ID reflecting former name <input type="checkbox"/> Legal document of name change (i.e. marriage certificate or other legal document containing both the new and former name)

NOTARY STAMP HERE (if mailing)
Notary Signature:
Date: