### Suffolk University NAME CHANGE FORM

# This form cannot be used by Suffolk Employees. If you are an employee and need to request a name change, 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.

College Registrar's Office: Office of the Registrar

Suffolk University 41 Temple Street Boston, MA 02114

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 Academic Services

Office of Academic Services: Suffolk University Law School

120 Tremont Street, Suite 130 Boston, MA 02108-4977

Law School Office of Office of Admissions

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 (REQUIRED FOR EMPLOYEES)
- 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 NAME CHANGE FORM

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