

Suffolk University
NAME CHANGE FORM

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				
CURRENT CONTACT INFORMATION																																	
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					
-- BELOW ONLY ENTER THE INFORMATION THAT HAS CHANGED --																																	
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:

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