

CHANGE OF LEGAL NAME OR ADDRESS**INSTRUCTIONS:** Name Change: Complete sections 1 & 2

Address Change: Complete sections 1, 3 & 4

Student must submit this form and a copy of official documentation of the legal name change such as a court approval of name change, marriage certificate, divorce decree, Social Security card, passport, or naturalization papers to Registrar@massbay.edu.

Email must come from the student's MassBay email address only.

Section 1. Required Section

1. MassBay 7-digit student ID
2. Social Security Number (optional)
3. Date Of Birth
4. Full Name (PRINT).....

Section 2. To Be Completed If Changing Your Legal Name

1. Previous Legal Name (PRINT)
2. New Legal Name (PRINT)

Section 3 and 4. To Be Completed If Changing Your Address

1. Previous Address
2. City / State / Zip code
3. Check all that apply ☐ Permanent Address ☐ Home Address ☐ Mailing Address ☐ Billing Address ☐ Diploma Address

Section 4.

1. New Address
2. City / State / Zip code
3. Check all that apply ☐ Permanent Address ☐ Home Address ☐ Mailing Address ☐ Billing Address ☐ Diploma Address

Signature: _____ Date: _____

FOR OFFICE USE ONLYDate Received in Office:
_____Received By:
_____Date processed:
_____Processed By:
