

CHANGE OF NAME OR ADDRESS

INSTRUCTIONS: Name Change: Complete sections 1 & 2

Address Change: Complete sections 1, 3 & 4

Student may submit this form and a photo copy of official documentation of the 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.

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

Section 2.

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

Section 3.

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 ONLY

Date Received in Office:

Received By:

Date processed:

Processed By: