



Your dreams. Our mission.

OFFICE OF THE REGISTRAR

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CHANGE OF NAME, ADDRESS, E-MAIL, PHONE

INSTRUCTIONS: Name Change; Complete sections 1 & 2
E-mail Change; Complete sections 1 & 5

Address Change; Complete sections 1, 3 & 4
Phone Change; Complete sections 1 & 6

NOTE: Any student wishing to change their official name must provide proof of original official documentation with this form, and a photo-ID. Only notarized photo copies will be accepted.

Section 1.

- 1. MassBay 7-digit student ID
2. Social Security Number (optional)
3. Date Of Birth
4. Full Name (PRINT)
5. Phone ()
6. This change will take effect on (Date)

Section 2.

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

Present proof of original official documentation of new name with this form, or notarized photo copies.

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

Section 5.

- 1. Old E-mail Address
2. New E-mail Address

Section 6.

- 1. Old Phone number Home Phone Mobile Phone Emergency Notification
2. New Phone number Home Phone Mobile Phone Emergency Notification

FOR OFFICE USE ONLY

Date Received in Office:

Received By:

Date processed:

Processed By:

Signature

Date