



OFFICE OF THE REGISTRAR

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NAME CHANGE FORM

Currently enrolled students who have legally changed their name may request their name to be changed at Babson. Students who are not currently enrolled cannot change their name at Babson. Alumni cannot change their name on college records as these records are sealed upon graduation.

Appropriate legal documentation must be provided. The legal documentation may be the original or notarized copy of a marriage license, court order, or decree of dissolution reflecting the new name in full. Please only provide the original document if the name change is being requested in-person. **Do not send the original document via postal mail.**

Currently enrolled international students who filled out the legal name field of the college application incorrectly must provide legal documentation in the form of a photocopy of their current passport. **The new name must exactly match the name of the passport.**

Complete the information below. Submit the completed Name Change Form along with the appropriate legal documentation via postal mail, fax, or in-person. Use the mailing address and fax number listed above. Requests missing information or documentation will not be processed. The Registrar's Office emails the appropriate offices at Babson notifying them of name changes. Due to naming conventions and management issues, the IT Service Center may change Babson account names and email addresses accordingly. Please note – if you are an undergraduate student, your registration group may change.

First and middle names can be a maximum of 20 characters (letters, hyphens, spaces). Last names can be a maximum of 25 characters (letters, hyphens, spaces).

Former Name

| | | |
|------------|---------------------------------------|--------------------|
| FIRST NAME | MIDDLE NAME / INITIAL Not Required | LAST / FAMILY NAME |
|------------|---------------------------------------|--------------------|

New Legal Name

| | | |
|------------|---------------------------------------|--------------------|
| FIRST NAME | MIDDLE NAME / INITIAL Not Required | LAST / FAMILY NAME |
|------------|---------------------------------------|--------------------|

| | |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

OFFICE OF THE REGISTRAR USE ONLY

Processed By: _____

Date Processed: _____