

## NAME CHANGE FORM

It is the responsibility of the student to notify the Registrar's Office as soon as possible when a name change occurs in order to assure timely correspondence from all departments at the Boston Architectural College.

When submitting a Change of Name request, a copy of an official document must be submitted in order to process your request. Acceptable documentation includes:

- Any government issued photo I.D. (driver's license, passport, alien registration card, etc.)
- Any legal document showing the former name and new name (marriage certificate, divorce decree, naturalization papers, court approval of name change, etc.)

### STUDENT INFORMATION

**Student Name:** \_\_\_\_\_ **BAC ID#** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **BAC Email:** \_\_\_\_\_@the-bac.edu

**Degree Program:** \_\_\_\_\_

### NEW STUDENT INFORMATION

**New First Name:** \_\_\_\_\_

**New Middle Name:** \_\_\_\_\_

**New Last Name:** \_\_\_\_\_

**Type of Documentation (please submit with this form):** \_\_\_\_\_

**Effective Date of Name Change:** \_\_\_\_\_

### AUTHORIZATION

The information on this form and the attached documentation represent accurate and legally acceptable proof of my name. Please change all records to reflect this name.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:**

Rec. Date:	Reg Signature:
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