



# HARVARD | BUSINESS | SCHOOL

MBA REGISTRAR SERVICES |

## ALUMNI NAME CHANGE REQUEST FORM

It is important that we have your current name and signature on file for the release of records and verification of your degree. Please check one of the following:

Keep all of my records under my old name but cross-reference to my current name.

I want all of my records changed to my new name, including my transcripts.\*

**\*Please provide one or more of the following for identification showing your new legal name:**

**Passport, Federally or State issued ID card, Drivers License, court petition for legal name change.**

Note: Marriage licenses that do not specifically indicate new legal first, middle, and family names may not be used as a proof of identity.

**Please fill in the following information in order to change your legal and/or preferred name in MBA Registrar Services' permanent records at Harvard Business School:**

\_\_\_\_\_  
Date: *mm/dd/yyyy*

Start Year: \_\_\_\_\_ MBA Class of: \_\_\_\_\_

**Current Legal Name in MBA Registrar Services records:**

\_\_\_\_\_  
Ms./Mr./Mrs. First/Given Name(s) Middle Name(s) Last/Family Name(s) Suffix

**New Legal Name for MBA Registrar Services records (if you checked box #2):**

\_\_\_\_\_  
Ms./Mr./Mrs. First/Given Name(s) Middle Name(s) Last/Family Name(s) Suffix

**New Preferred Name**

\_\_\_\_\_  
Ms./Mr./Mrs. First/Given Name(s) Middle Name(s) Last/Family Name(s) Suffix

**Please sign below with both your old and new signatures:**

Former name signature: \_\_\_\_\_

New name signature: \_\_\_\_\_

Please contact Alumni Records in External Relations to update mailing name and address at [alumni\\_records@hbs.edu](mailto:alumni_records@hbs.edu) or by calling 617 495 6438.