

**ADDRESS CHANGE**

Student Name: \_\_\_\_\_ Student ID A#: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
STREET CITY STATE/ZIP

New Address: \_\_\_\_\_  
STREET CITY STATE/ZIP

I am requesting that Westfield State University update the address it has on file for me. I understand that upon update, all correspondence from the University will be directed to the new address.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL NAME CHANGE**

Current Name on File: \_\_\_\_\_ Student ID A#: \_\_\_\_\_

New Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Documentation of the new name is required.** Accepted documentation: Driver’s License **and** Social Security Card, Passport, or Court Order. The Registrar’s Office will keep on file a photocopy of the documentation and this request. This is only for a legal name change, if you are looking to document a preferred name, please see the Registrar’s Office for a different form.

I am requesting that Westfield State University update the name it has on file for me. I understand that upon update, all official documents, email and other correspondence from the college will use the new name.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Note for active students: your university email address is based upon your name and id#. Approximately 5 days after we change your name, we will also change your university email address. Your *new* email address will be: 1<sup>st</sup> initial, last name, last 4 digits of ID.

Example: OLD [kjones4136@westfield.ma.edu](mailto:kjones4136@westfield.ma.edu) NEW [ksmith4136@westfield.ma.edu](mailto:ksmith4136@westfield.ma.edu)

Return Completed Form to Mailing Address: Office of the Registrar, 577 Western Ave, Westfield, MA 01086  
On Campus: Scanlon Hall, 2nd Floor