

Form Information:

- It is the student's responsibility to inform their current instructors/advisor of any legal name changes.
- To change your Barry Student email address, due to legal name change, please contact the Division of Information Technology (DoIT).
- Barry Employees MUST submit legal name changes to Human Resources.

Form Requirements:

- Current Students: Submit completed form and copies of documentation from your Barry Student Email to registrar@barry.edu for processing.
- Former Students/Alumni: Submit completed form and copies of documentation via email to registrar@barry.edu for processing.

Student Name: _____ Barry ID #: _____
First, Middle, Last

Date of Birth: _____ Maiden Name (if any): _____

IMPORTANT: Legal name change requests MUST be accompanied by a copy of official documentation and photo identification. Acceptable documentation includes a birth certificate, marriage license, divorce decree, or court order. No other form of documentation will be accepted.

Provided Official Documentation

Provided Photo Identification

Previous Legal Name: _____
First, Middle, Last

Current Legal Name: _____
First, Middle, Last

I hereby certify that the above information is accurate and any documentation provided to substantiate these changes are complete, legal and unaltered. I authorize Barry University to change all of my records to reflect the above changes to my information.

Signature: _____

Date: _____

OFFICE OF THE REGISTRAR USE ONLY

Documentation Submission: _____
EMAIL FAX IN-PERSON

Photo ID Verified: _____
YES NO

Form Processed by: _____ Date Processed: _____

Processing Comments: _____