

**AACSB International  
Organization Name/Address Change Form**

- *To change your organization's Official Contacts click [here](#)*
- *To view those designated to official roles login to [myAACSB](#) and select 'My Organization Information'*

- Organization Name Change**
- Business School/Unit Name Change**
- Address Change**

**Old Information:**

Organization Name: \_\_\_\_\_

Business Unit Name (If applicable): \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ County/District: \_\_\_\_\_

Country: \_\_\_\_\_ Province: \_\_\_\_\_

Website Address: \_\_\_\_\_

General Email Address (i.e. info@abc.edu): \_\_\_\_\_

Phone (include country code): + \_\_\_\_\_ Fax: + \_\_\_\_\_

**New Information:**

Organization Name: \_\_\_\_\_

Business Unit Name (If applicable): \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ County/District: \_\_\_\_\_

Country: \_\_\_\_\_ Province: \_\_\_\_\_

Website Address: \_\_\_\_\_

General Email Address (i.e. info@abc.edu): \_\_\_\_\_

Phone (include country code): + \_\_\_\_\_ Fax: + \_\_\_\_\_

Change Effective Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: 20\_\_\_\_

**Information Submitted By:**

Name & Job Title/Position: \_\_\_\_\_ Email Address: \_\_\_\_\_

*All official changes will need authorization from the Official Representative. If the person submitting the Contact Change Form is someone other than the official representative, then the official representative must be included in the e-mail request (cc: line).*

Email to: [memberupdates@aacsb.edu](mailto:memberupdates@aacsb.edu) OR Fax to: +1 813 769 6559