

AACSB International Official Contact Change Form

- Read detailed descriptions of the Official Contact roles [here](#) on our website
- To change your Organization's Name and/or Address click [here](#)
- To view individuals currently designated to these official roles for your organization:
Login to [myAACSB](#) and scroll down to 'Key Contacts' under 'Institution Information'

Select Official Contact Role to Update: _____

Denotes role is for AACSB accounting accredited institutions ONLY

Organization Name: _____

Business Unit Name (If applicable): _____

Note: Limit only one role per person and only one person per role

New Person:

Prefix: ____ (i.e. Dr., Mr.) First Name: _____ Middle Initial: ____ Last Name: _____

Job Title/Position: _____ Designation: _____ (i.e.: PhD, MBA)

Organization Email Address: _____ (i.e. NOT Gmail, Yahoo, Hotmail, etc.)

Full Mailing Address: _____

Phone (include country code): + _____ Fax: + _____

Position Effective Date: Month: _____ Day: _____ Year: 20____ First Permanent Deanship? Yes No
Initial Start Date Required **If applicable**

Previous Job Title/Position & Organization: _____

Previous Person:

Prefix: ____ First Name: _____ Middle Initial: ____ Last Name: _____

Will he/she be remaining at this Organization?

Yes – Job Title/Position: _____

No – New Job Title/Position & Organization (if known): _____

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@acsb.edu OR Fax to: +1 813 769 6559