

CHANGE OF NAME, ADDRESS AND EMERGENCY CONTACT INFORMATION

Enrollment Confirmation

Prior to the start of each semester, fall, spring and summer students are required to update their demographic and emergency contact information before access to LeopardWeb is permitted. Students participating in a co-op semester or study abroad program are required to complete this process.

Change of Address

Students are responsible for reporting and maintaining all valid address information with Wentworth using LeopardWeb. Students are responsible for any information or administrative actions mailed to them at their address(es) on file.

Change of Name

Currently enrolled students who wish to change their names must complete a Change of Name form (<https://wit.edu/ssc/forms/>) and provide documentation of the name change, such as a marriage license, court order, or Social Security card bearing the new name.

Preferred Name Policy

Wentworth Institute of Technology recognizes that some students use names other than their legal names to identify themselves. As an inclusive and diverse community, Wentworth hopes to provide students an empowering, safe, and non-discriminatory University experience.

The Preferred Name Policy allows students to use a preferred first name different from their legal name for purposes and records in the course of inter-campus business, communication, and education. The legal name will continue to be used where required by law or University requirements.