

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'

Organization Name: _____

Business Unit Name (If applicable): _____

Select Official Contact Role to Update:

Denotes role is for AACSB accounting accredited institutions ONLY

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

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)

Current Official Contact:

Prefix: ____ (i.e. Dr., Mr.) 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): _____

New Official Contact:

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

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

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

Full Mailing Address: _____

Phone (include country code): + _____

Change Effective Date: Month: _____ Day: _____ Year: 20____ First Permanent Deanship Yes No
Change Effective Date Required **If applicable**

Previous Job Title/Position & Organization: _____

Information Submitted By:

Name & Job Title/Position: _____ Email Address: _____

Email to: memberupdates@aacsb.edu