

## Change of Name

**Name changes are processed at the Office of the Registrar.**

One of the following must be presented as acceptable documentation in support of this request:

- a legal change of name certificate • a passport • a marriage certificate
- a birth certificate (this one is required only if you are changing your name back to your birth name).

To request a name change by mail, a copy of the original document marked "Certified True Copy" must be mailed to The Office of the Registrar. (Faxed copies are not acceptable.) A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. Your Guarantor's position, organization, name and original signature must appear on the photocopied document. The following can serve as Guarantors:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Legal Professional (including a Police Officer)</li> <li>• Mayor</li> <li>• Medical Professional</li> <li>• Minister of Religion</li> <li>• Person occupying a Senior Administrative position at a Post-Secondary Institution</li> </ul> | <ul style="list-style-type: none"> <li>• Postmaster</li> <li>• Professional Accountant or Engineer</li> <li>• Signing Officer of a Banking Institution</li> <li>• Teacher or School Principal</li> <li>• University Instructor</li> </ul> |
|---|---|

Student I.D. Number

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Date

d	d	m	m	y	y	y	y
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**Previous Name**

Surname

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First Name and Middle Name(s)

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**Signature**

Previous Name

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**Name Changed to**

Surname

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First Name and Middle Name(s)

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**Signature**

New Name

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Date of Birth

d	d	m	m	y	y	y	y
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**Address Change**

(if Applicable):

Street Address

City

Province

Postal Code

Phone

Office Use:

Completed by \_\_\_\_\_

Date Electronic File Updated \_\_\_\_\_