

CHANGE OF PERSONAL INFORMATION

(Name changes are processed at the Registration and Student Finance Office)



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

- a government-issued change of name certificate
- a Permanent Resident Card/Canadian Citizenship Certificate
- a passport
- a government-issued marriage certificate
- a government-issued 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 Registration and Student Finance Office. (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:

- Legal Professional (including a Police Officer)
- Mayor
- Medical Professional
- Minister of Religion
- Person occupying a Senior Administrative position at a Post-Secondary Institution
- Postmaster
- Professional Accountant or Engineer
- Signing Officer of a Banking Institution
- Teacher or School Principal
- University Instructor

Student I.D. Number

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Previous Information	New Information																
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> ____	Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> ____																
Surname:	Surname:																
First & Middle Name:	First & Middle Name:																
Date of Birth: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">d</td><td style="width: 20px; height: 20px;">d</td><td style="width: 20px; height: 20px;">m</td><td style="width: 20px; height: 20px;">m</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td> </tr> </table>	d	d	m	m	y	y	y	y	Date of Birth: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">d</td><td style="width: 20px; height: 20px;">d</td><td style="width: 20px; height: 20px;">m</td><td style="width: 20px; height: 20px;">m</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td><td style="width: 20px; height: 20px;">y</td> </tr> </table>	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y										
d	d	m	m	y	y	y	y										
Citizenship Status Previous Country of Citizenship: _____	Citizenship Status <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Canadian Citizenship <input type="checkbox"/> Other _____																
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other																
Signature	Signature																
	Date																

Address Change

(if Applicable):

Street Address
City
Province
Postal Code
Phone

Office Use: _____	_____	_____
<input type="checkbox"/> Surname updated	<input type="checkbox"/> Former Name updated	<input type="checkbox"/> Marital Status updated