



NAME CHANGE REQUEST FORM

Name as it appears now on Student Center	
Student Number	
Email Address	

To maintain data integrity, name change requests will not be accepted by email or through third parties without completion of this form by the student.

Option 1: Requests to Change Students' Names on Academic Records

Students who wish to change their name used for **official registration purposes**. The name will appear on all official academic records and diplomas.

Name Change Types (select one)

- Change to Surname
- Alteration to spelling of name(s)
- Addition of middle name
- Complete name change
- Removal of middle name

Identification Required (must present **two** pieces of acceptable documentation, **one of which must be photo ID reflecting the name change request**.)

- Marriage certificate
- Passport
- Driver's license
- Death certificate of spouse
- Divorce papers/Divorce order/Certificate of divorce/Decree Nisi/Annulment certificate
- Joint declaration of conjugal relationship
- Notarized letter/Name Change Certificate
- Government-issued photo identification e.g. Citizenship Card
- Other _____

New Legal Name as reflected in appropriate documentation above:	_____ / _____
	LAST First Middle

Option 2: Request for Variation of Students' Name on Degree Diplomas

Students who wish to include a variation of their complete name for the purpose of their printed degree **ONLY** are required to complete the information below. The name variation for the printed degree will be retained as part of the student's permanent record and displayed separately on official transcripts with the degree conferral information.*

ONLY Change Types Permitted (no documentation required)

**Addition of middle name is not a permitted type

- Truncation of names ALEXANDER to A.
- Diminutives of names JAMES to JIM
- Variation in the order of names, Surname/Given name
- Addition of accent, NOELLE to NOËLLE
- Use of religious names e.g. addition of the name MOHAMMAD
- Removal of middle names (JANE ANN SMITH to JANE SMITH)
- Using both capital and lower case letters MACKENZIE to McKENZIE

Requests to include accents will NOT be included on official transcripts or displayed as part of the student's centrally maintained academic record.

Name requested to appear for purposes of Degree Diploma:	
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Student Signature: _____ **Date:** _____