



Western

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: Request to Change Name 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.

A. Name Change Types (Please select one.)

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

B. Identification Required (Two pieces of documentation listed below. One of the pieces must be photo ID and it must reflect the requested name change.)

- 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:	
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OPTION 2: Request for Variation of 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.**

Change Types Allowed (no documentation required)

- 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 - addition of MOHAMMAD
- Removal of middle names - JANE ANN SMITH to JANE SMITH
- Use of both capital and lower case letters - MACKENZIE to MacKENZIE

*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: _____