



Western

NAME CHANGE REQUEST FORM

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

Option 1: Requests to Change Students' Legal 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)

- | | |
|--|--|
| <input type="checkbox"/> Change to Surname | <input type="checkbox"/> Alteration to spelling of name(s) |
| <input type="checkbox"/> Change to Given Name | <input type="checkbox"/> Removal of middle name |
| <input type="checkbox"/> Addition of middle name | <input type="checkbox"/> Complete name change |

Identification Required (must present **two** pieces of acceptable documentation, **one of which must be photo ID that confirms the change you are requesting (e.g. changing your name from Smith to Jones would require ID reflecting "Jones")**).

- | | |
|--|---|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Government-issued photo identification e.g. Citizenship Card |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Joint declaration of conjugal relationship |
| <input type="checkbox"/> Name Change Certificate/Notarized letter | <input type="checkbox"/> Death Certificate of spouse |
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Divorce papers/Divorce order/Certificate of divorce/Decree Nisi/Annulment Certificate | |

New Legal Name (as reflected in appropriate documentation provided)	_____ ' _____ <i>Last First Middle</i>
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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) **Please note: Addition of middle name is not a permitted type

- | | |
|---|--|
| <input type="checkbox"/> Using both capital and lower case letters (MCKENZIE to McKENZIE) | <input type="checkbox"/> Removal of middle names (e.g. JANE ANN SMITH to JANE SMITH) |
| <input type="checkbox"/> Diminutives of names JAMES to JIM | <input type="checkbox"/> Use of religious names (e.g. addition of the name MOHAMMAD) |
| <input type="checkbox"/> Variation in the order of names, Surname/Given name | <input type="checkbox"/> Truncation of First or Middle names (e.g. Alexander to A.) |
| <input type="checkbox"/> Addition of accent, NOELLE to NOËLLE | <input type="checkbox"/> Use of previously approved Preferred/Chosen first name |

Please note: 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:** _____

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended. To view a complete Personal Information Collection Notice visit the online Academic Calendar at: <http://www.westerncalendar.uwo.ca>