

University of Alberta students or alumni who have had a name change should use this form. Ensure that you go to the appropriate office based on your classification.

To complete the form, download this document to your desktop and open using Adobe PDF. Don't forget to save before submitting the form.

Once you have completed this form in its entirety, you can submit the completed and signed form along with the required supporting documents online at uab.ca/ask or print the form and deliver in person to one of the following locations.

Name changes can be processed in person at the following locations:

STUDENT SERVICE CENTRE
2-180 University Commons,
University of Alberta,
Edmonton, AB T6G 2R3
Online: <http://uab.ca/ask>

FACULTY OF GRADUATE AND POSTDOCTORAL
STUDIES
Killam Centre for Advanced Studies 2-29 Triffo Hall
University of Alberta
Edmonton, AB T6G 2E1

One of the following original documents must be presented: a name change will not be recorded on your University record unless such documentation is provided.

- Legal Change of Name Certificate
- Marriage Certificate
- Passport
- Birth Certificate (when changing your name back to your birth name)

When requesting a change of name by mail or electronically, a copy marked "Certified True Copy" of the original documentation must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. **Note:** your Guarantor's position and original signature must appear on the photocopy of your documentation if you are presenting it as a "Certified True Copy".

Faxed copies are not acceptable. Your Guarantor cannot be a relative and must be one of the following:

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

Student ID Number

Date of Birth

(mmm/dd/yyyy)

Change or Update Gender

Male

Female

Prefer not to disclose

Prefer to self-declare

Identifying Information (You must provide your full legal name)

Submission Date

Current Last Name on Record

First Name

Middle Name(s)

Change of Name to: Full legal name

Correction Only (office use only)

Last name

(Please note, electronic signatures are not accepted)

First Name

Middle Name(s)

Signature - Former Name

Signature - New Name

Protection of Privacy - Personal information provided is collected in accordance with Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests and/or the administration of academic programs and student services by the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.