

## Name Change

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

Inquiries:

Phone (780) 492-3113 or

Staff Service Centre at uab.ca/staffsrv

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

OFFICE OF THE REGISTRAR AND STUDENT AWARDS

FACULTY OF GRADUATE STUDIES AND RESEARCH

FACULTY OF EXTENSION 2-560

Main Floor, Administration Building

Killam Centre for Advanced Studies 2-29 Triffo Hall

Enterprise Square 10230 Jasper Ave NW

University of Alberta Edmonton, AB T6G 2E1 Edmonton, AB T5J 4P6

University of Alberta Edmonton, AB T6G 2M7

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
- Passport

- Marriage Certificate
- Birth Certificate (when changing your name back to your birth name)

When requesting a change of name by mail, 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

- Medical Professional
- Professional Accountant or Engineer
- Mayor
- Postmaster
- Person occupying a Senior Administrative position at a University or Community College

Student/Employee ID Number	Date of Birth	(mm/dd/yy)	Date	(mm/dd/yy)

## Identifying Information

You must provide your full legal name

Current Surname on Record	First Name and Middle Name(s)

## Change of Name to: Full legal name

Surname	First Name and Middle Name(s)		
Signature - Former Name	Signature - New Name		

The information requested on this form is collected under Section 14(4)(a) of the Employment Standards Code and Section 33c of Alberta's Freedom of Information and Protection of Privacy Act, for the purpose of managing employee records, determining eligibility for university admission and/or the administration of academic programs and student services. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information about the collection and use of this information, contact the Staff Service Centre at <a href="https://www.uab.ca/">uab.ca/</a> <a href="https://www.uab.ca/">staffsrv</a> or the Registrar's Office at (780) 492-3113