## Name Change

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

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.

OFFICE OF THE REGISTRAR AND STUDENT AWARDS

Main Floor, Administration Building

University of Alberta Edmonton, AB T6G 2M7 HUMAN RESOURCE SERVICES 2-60 University Terrace University of Alberta

Edmonton, AB T6G 2T4

FACULTY OF GRADUATE STUDIES AND RESEARCH

Killam Centre for Advanced Studies 2-29 Triffo Hall

University of Alberta Edmonton, AB T6G 2E1 FACULTY OF EXTENSION 1-001 Enterprise Square 10230 Jasper Ave NW

Edmonton, AB T5J 4P6

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)

**Date of Birth** 

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

Student ID Number

Teacher or School Principal

- Medical Professional
- Professional Accountant or Engineer
- Mayor

Date

- Postmaster
- Person occupying a Senior Administrative position at a University or Community College

Student ID Number	Date of Birth  M   M   D   D   Y   Y   Y   Y	Date   M   M   D   D   Y   Y   Y   Y
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 Human Resources, 2-60 University Terrace, University of Alberta, (780) 492-4555 or the Registrar's Office at (780) 492-3113.