

Change of Chosen Name(s) and/or Gender Identity Information

Background Information

The University's Office of the Registrar produces various kinds of records based on personal information supplied by a student or outside agency. These records include, but are not limited to class lists, student directories, transcripts, degrees and scholarship information ("University Records"). The University's Student Information System (SIS) requires a person's first (given) and last (family) name which, together with the student ID number, are used by the SIS to identify the student.

Procedures

This form cannot be used to change a student's family/last name or legal name. If you would like to request a change to your family name for University Records, complete the "Change of Legal Name Request Form" on the [Academic Forms page](#). Students who wish to **legally** change their given name(s) and/or family name should consult the Government of Ontario website at www.ontario.ca/page/change-name.

Students who wish to change their given name(s) and/or gender identity for the purposes of University Records should complete the Change of Chosen Name(s) and/or Gender Identity form and submit it in person or via email with government-issued photo identification to the Student Services Office, GH108, or to advisors@guelphhumber.ca. Photo ID is required to match the student record to the person making the request.

The University reserves the right to refuse to accept chosen given names that are not compatible with the SIS, such as given names that are symbols or based in whole or part of numerical sequences. The University will retain a historical record of all given names as part of the Registrar's student record. The chosen given name(s) will be used by the University in future correspondence to the student and about the student with external parties.

Limitations

Students who use this form will change their given name(s) and/or gender identity for University of Guelph Humber purposes only. This form does not legally change your given name(s) and/or gender identity. External institutions including but not limited to OSAP, banks, RESP providers, potential employers, other universities, passports, police records check (required for some courses and student placements) and student health insurance providers may not accept or recognize the new chosen given name(s) and/or gender identity. Students understand and agree that inconsistency between the chosen given name(s) and/or gender identity used by the University and the given name(s) and/or gender identity used by external organizations may cause the student unexpected difficulty, and it is solely the student's responsibility to resolve such difficulties. All tax forms, official transcripts, diplomas and official letters will remain in the student's legal name.

Students may wish to consider changing their name back to their formal legal name prior to graduation (by the deadline given for diploma name changes) to avoid some of the problems outlined above.

Other Considerations

Student ID Card: Your Student ID card must match your name in the SIS. Once your name has been changed, please contact Humber Polytechnic's Registrar's Office at namechange@humber.ca to update your student ID card.

Email Address: If you would like to change your email address or display name after submitting your form, please contact the Computing & Communication Services (CCS) Help Centre at IThelp@uoguelph.ca

Did You Know? University of Guelph Humber students can access the LGBTQ+ Resource Centre at Humber Polytechnic, where they can speak with staff on subjects such as sexual orientation and gender identity and find assistance for LGBTQ2IA+ students navigating the University system. You can connect with at the Humber North Campus E140 or lgbtq@humber.ca

Change of Chosen Name(s) and/or Gender Identity Information

This form may be used to change your chosen given name(s) OR your gender identity OR both your chosen given name(s) and your gender identity. Please complete the fields relevant to your request. The fields indicated with an asterisk (*) are required for all requests. Please bring the completed form and government-issued photo ID to the Student Services Office, GH108, or via email to advisors@guelphhumber.ca. Photo ID is required to match the student record to the person making the request.

Confirmation of Information Currently in University of Guelph Humber Records

*Current given name(s): First: _____ Middle: _____

*Last/Family name: _____

*Date of birth (YYYYMMDD): _____ *Student ID #: _____

NEW Name and/or Gender Identity Request

New chosen name(s): First: _____ Middle: _____

Note: some systems do not display middle name (e.g., CourseLink)

I would like my gender identity to be recorded in the Student Information System as:

☐ Male ☐ Female ☐ Another gender identity ☐ Undeclared

Student Acknowledgement

I am the person identified above. I hereby request that the University of Guelph Humber change my given name(s) and/or gender identity for their records. I have read and understand the information provided in the document attached to this form, titled "Change of Chosen Name(s) and/or Gender Identity Information." By signing below, I acknowledge that the inconsistency shown between the chosen given name(s) and/or gender identity used in University Records and the given name(s) and/or gender identity used by external organizations may cause me unexpected difficulty, and it is solely my responsibility to resolve such difficulties.

*SIGNATURE: _____

*DATE: _____

Notice of Collection, Use and Disclosure of Personal Information

The University of Guelph collects personal information under authority of the University of Guelph Act (1964) and the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information collected will be used to process your request as identified on this form. Information may also be used by other University of Guelph officials to carry out their authorized academic and administrative responsibilities, and for other purposes as outlined in the Notice of Collection, Use and Disclosure in the applicable Undergraduate/Graduate Calendars. Should you have any questions concerning the collection of your personal information, you can contact Student Services at the University of Guelph Humber at 416 798 1331.