

# CHANGE OF GIVEN NAME(s) and/or GENDER IDENTITY INFORMATION

## BACKGROUND INFORMATION

University of Guelph-Humber's Registrarial Services produces various kinds of records based on personal information supplied by a student or outside agency. These records include, but are not limited to ID cards, class lists, student directories, transcripts, degrees and scholarship information ("Records").

The University's student information system requires a person's first and/or middle ("Given Name") and last name ("Family Name") as well as a student ID number to identify the student. Past or current students ("Students") who wish to change their given name or family name may use the process available under the Change of Name Act, RSO 1990 c.C.7. For further information, see: [www.ontario.ca/page/official-government-id-and-certificates](http://www.ontario.ca/page/official-government-id-and-certificates)

## PROCEDURES

This form cannot be used to change a student's family name. If you would like to request a change to your family name for University Records, complete the *Notice of Legal Name Change Form* found 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](http://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 Given Name(s) and/or Gender Identity* form and submit it via email to [advisors@guelphhumber.ca](mailto:advisors@guelphhumber.ca). The University reserves the right to require further supporting documentation for the request if, in the University's sole discretion, such additional documentation is required in the circumstances.

The *Change of Given Name(s) and/or Gender Identity* form will change the given name for University of Guelph-Humber Records only. These documents cannot be used to change a student's family name. The University will change a student's given name using this option only once. If a student has already changed his or her given name and wishes to change it again, the only option is to revert back to their original given name.

The University reserves the right to refuse to accept preferred given names or given names which are not compatible with the student information system, such as symbols or names that are 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 preferred 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 wish to change their given name should be aware that changing their given name with this form will change the given name only for internal University of Guelph-Humber purposes. This form does not legally change your name. 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), Revenue Canada (income tax receipts) and student health insurance providers may not accept or recognize the new preferred given name. Students understand and agree that inconsistency between the preferred given name used by the University and the given name used by external organizations may cause the student unexpected difficulty and it is solely the student's responsibility to resolve such difficulties.

## OTHER CONSIDERATIONS

Email Address: If you would like to change your email address after submitting your form, please contact the Computing & Communication Services (CCS) Help Centre at [58888help@uoguelph.ca](mailto:58888help@uoguelph.ca)

Did You Know? University of Guelph-Humber students can access the LGBTQ+ Resource Centre at Humber College, where they can speak with staff on subjects such as gender identity, community resources, or programs they offer. The LGBTQ+ Resource Centre is located at the Humber College North Campus in room E140. Questions? Email: [lgbtq@humber.ca](mailto:lgbtq@humber.ca)

## CHANGE OF GIVEN NAME and/or GENDER IDENTITY FORM

\*Indicates fields that MUST BE COMPLETED in order for the form to be processed.

## A. \*PERSONAL INFORMATION

Student ID #:	Phone Number: (      )	Current Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer	Year (e.g., 2023)
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University of Guelph-Humber Email:  _____ @guelphhumber.ca	Program (e.g., Business):  _____
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## B. \*CURRENT GIVEN NAME ON FILE

Current Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Undeclared <input type="checkbox"/> Unsure if I have a current salutation on file
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Current Given Name(s):  First: _____ Middle: _____	Surname/Family Name (this will not change):  _____
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## C. \*CHANGE TO PREFERRED GIVEN NAME

Graduation Status: I expect to graduate in the next three months and would like this change in given name(s) reflected on my diploma. If yes, please note that this form must be submitted by April 30 <sup>th</sup> for June convocation, or September 30 <sup>th</sup> for October convocation.
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<input type="checkbox"/> Yes <input type="checkbox"/> No
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Preferred Gender Identity recorded in the student information system: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undeclared <input type="checkbox"/> Other Gender Identity: _____
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Preferred Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> No salutation
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Preferred Given Name(s):  First: _____ Middle: _____
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I hereby request that the University of Guelph-Humber change my given name in accordance with the document, *Change of Given Name and/or Gender Identity Information*. I understand that:

- This form will change my given name for University of Guelph-Humber Records only
- The University reserves the right to refuse to accept preferred given names
- I am able to change my given name by use of this process only once, and if I wish to change it again it will be reverted to my original given name.
- The University will retain a record of all given names as part of the Registrar's student record
- The preferred given name will be used by the University in future correspondence to me or about me with external parties.

I have read, understood, and accept the terms indicated above with respect to the change of my given name and I hereby agree as follows:

- TO WAIVE ANY & ALL CLAIMS that I have or may in the future have against the University of Guelph-Humber and its directors, officers, employees, students, agents & representatives (all of whom are hereinafter collectively referred to as "The Releasees") as a result of this change.
- TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any claims by any third party, resulting from the change of my name.
- THIS AGREEMENT SHALL be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

## A. \* APPLICANT'S ACKNOWLEDGEMENT

I am the person identified above. I hereby request that the University of Guelph-Humber to change my given name(s) and/or gender identity for their records. I have read & understand the information provided in the document attached to this form, titled " <i>Change of Given Name(s) and/or Gender Identity Information</i> ." By signing below, I acknowledge that the inconsistency shown between the preferred 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, & it is solely my responsibility to resolve such difficulties.	
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\*Applicant Signature

\*Date

Submit completed form via email to [advisors@guelphhumber.ca](mailto:advisors@guelphhumber.ca)

FOR OFFICE USE ONLY:

Date Received	Date Processed
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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [www.elaws.gov.on.ca/index.html](http://www.elaws.gov.on.ca/index.html)

This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Training, Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call Student Services at the University of Guelph-Humber at 416-798-1331 x6288.