

Request for Legal Name Change

This form is used to request a change to your last/family name in official University of Guelph Humber records.

Documentation must be provided to substantiate all changes to legal name. Acceptable documentation includes original birth certificate, original passport, certified court documents or original marriage certificate. For more information about legal name changes, visit the Government of Ontario website at <https://www.ontario.ca/page/change-name>.

Please bring the completed form, acceptable documentation and valid government-issued photo identification to Student Services, GH 108 or via email to advisors@guelphhumber.ca. For security purposes, please password-protect all documents before emailing them to advisors@guelphhumber.ca. Please send the password in a separate email. Original documentation will be copied in this office and returned to you immediately.

To update your digital student ID card, please contact Humber Polytechnic's Registrar's Office namechange@humber.ca for more details.

If you would like to change your email address after submitting the form, contact the CCS Help Centre at IThelp@uoguelph.ca.

Confirmation of Information Currently in University of Guelph Humber Records

Current last/family name: _____

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

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

NEW Name Requested

New last/family name: _____

New given name(s) (if applicable): First: _____ Middle: _____

Graduation status: **Do you expect to graduate in the next three months?**

☐ Yes

☐ No

Student Acknowledgement

Student signature: _____ Date: _____

For Office Use Only:

☐ Documentation received

☐ Record changed

Date: _____

Staff name: _____ Staff signature: _____

Notice of Collection, Use and Disclosure of Personal Information

The University of Guelph Humber 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, GH 108, at 416 798 1331.

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