

This form indicates notice of a legal name change, preferred/chosen name change or update.

PERSONAL IDENTIFICATION

Student ID number	Date of Birth (mm/dd/yyyy)	Personal email
Last name		

Please fill in the section that applies to the change you are requesting.

LEGAL NAME CHANGE

In order to change your legal name the following documentation must be provided: proof of legal name change or marriage licence, or two pieces of Government issued photo ID; one showing the old name and one showing the new name.

Previous first name	Previous middle name(s)	Previous last name(s)
New first name	New middle name(s)	New last name(s)

PREFERRED/CHOSEN NAME CHANGE

Georgian College recognizes that for many reasons (including gender identity) you may identify with a first name other than your legal first name. The name you indicate below will be used wherever possible in college systems throughout your study period at Georgian College. Government issued documentation is NOT required for preferred/chosen name changes.

Preferred/chosen first name: _____

Update preferred/chosen name
 Remove previous preferred/chosen name

Do you want your Georgian College email changed to reflect your preferred/chosen name yes or no

STUDENT SIGNATURE

I understand that:

- This request will only change my name on MyPath, ONEcard and the College's student information system (Banner).
- It is my responsibility to also request a name change at ontariocolleges.ca and OSAP as applicable.
- It is my responsibility to request a new student ID card through the ONEcard office.
- Georgian College reserves the right to deny the use of a preferred name that may be considered offensive.
- Preferred names will not appear on official Georgian College documents such as, transcripts, letters and credentials.

Signature of student

Date submitted (mm/dd/yyyy)

OFFICE USE ONLY

Valid Government ID verified for legal name change: Legal name change
 Marriage Licence
 Other: _____

Update: Active directory
 Banner
 Email
 Processed by: _____
 Date: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of change of name/gender identity update.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Registrar@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Submit from your Georgian College email to: Registrar@GeorgianCollege.ca