



Name Change

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.

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

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)

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
- Teacher or School Principal
- Medical Professional
- Professional Accountant or Engineer
- Mayor
- Postmaster
- Person occupying a Senior Administrative position at a University or Community College

Person ID Number

Date of Birth

Date

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)

Signatures

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.