Change of Given Name Information

The University’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 I.D cards, class lists, student directories, transcripts, degrees and scholarship information (“Records”).

The University’s student information system (“SIS”) requires a person’s first or middle (“given name”) and last name (“family name”) which together with the student ID number is used by SIS 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: http://www.ontario.ca/en/information_bundle/individuals/119597

Students who wish to change their given name for the purposes of University Records, may do so either in person or by mail. To submit a request in person, the Student must normally complete the Change of Given Name form and submit it together with acceptable photo ID to Registrarial Services, 3rd floor, University Centre. To submit a request by mail, the Student must normally complete the Change of Given Name Statutory Declaration and mail it to Registrarial Services, 3rd floor, University Centre, University of Guelph, Guelph, ONT N1G 2W1. 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.

Use of either the Change of Given Name form or statutory declaration will change the given name for University of Guelph 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 will retain a record of all given names as part of the Registrar’s student record.

The University reserves the right to refuse to accept preferred given names that are not compatible with SIS such as given names which are symbols or are based in whole or part of numerical sequences. Students who wish to change their given name using this form should be aware that changing their given name with this form will change the given name only for internal University of Guelph 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.

PLEASE COMPLETE AND SUBMIT THE “CHANGE OF GIVEN NAME FORM” TO REGISTRARIAL SERVICES, 3RD FLOOR, UNIVERSITY CENTRE. ACCEPTABLE PHOTO I.D. WILL BE REQUIRED AT THE TIME OF SUBMISSION. NO FEE IS REQUIRED.
Change of Given Name Form - Parent Consent
(for students between 16-18 years)

Current given name of student: __________________________________________________________

Family name of student: ______________________________________________________________

DOB of student: _____________________________________________________________________

Preferred given name: ________________________________________________________________

Parent names: ______________________________________________________________________

Parent Family name: __________________________________________________________________

Who has legal custody of the student? Check one:

☐ I share legal custody of the student with:

   Name: _________________________________________________________________________

   Address: ______________________________________________________________________

☐ I alone have custody of the student (attach custody papers)

☐ I do not have custody but a court order or separation agreement says this student’s name must not be changed without your agreement. (attach the court order or separation agreement with this form).

I understand that:

- this form will change the student’s given name for University of Guelph Records only;
- that the University reserves the right to refuse to accept preferred given names that are not compatible with SIS such as given names which are symbols or are based in whole or part of numerical sequences;
- the student is able to change his or her given name by use of this process only once and should s/he wish to change it again, the only option is to revert back to the 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 the student or about the student with external parties.

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

- TO WAIVE ANY AND ALL CLAIMS that I or the student have or may in the future have against the University of Guelph and its directors, officers, employees, students, agents and representatives (all of whom are hereinafter collectively referred to as "The Releasees") as a result of the change of the student’s given name;
- TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any claims by any third party, resulting from the change of the student’s given 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;

By signing this form, I agree to the change of this student’s given name.

______________________________________________________________________________
Signature

______________________________________________________________________________
Date