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 (in person)

Current given name: __________________________________________________________

Family name: ______________________________________________________________

DOB: ______________________________________________________________________

(if you are between the age of 16 and 18 you must also complete the
Change of Name Form - Parent Consent)

Student I.D. No: ____________________________________________________________

Preferred given name: _______________________________________________________

I hereby request that the University of Guelph change my given name in accordance with the document, Change of Given Name
Information.

I understand that:

• this form will change my 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;
• I am able to change my given name by use of this process only once and should I wish to change it again, the only option is
to revert back 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 AND ALL CLAIMS that I 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 my 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 my 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;

I acknowledge that I am 18 years old or if under 18 yrs old, I have obtained parental consent and attach the parental consent form.

SIGNATURE: __________________________________________________________________

DATE: ______________________________________________________________________

For Office use only: Date Submitted: _______/______/_____(M/D/Y)  Staff Signature: ________________________________

Photo ID used (with number): _________________________________________________

ORG/09/01/11