I am requesting that the official record of my name be changed as set out below:

Current Student ID Number: __________________________________________________________

Change From:
Surname: __________________________________________________________

Given Name(s): __________________________________________________________

Change To:
Surname: __________________________________________________________

Given Name(s): __________________________________________________________

Documentation must be provided to substantiate all changes to name.

Acceptable documentation includes original birth certificate, original passport, certified court documents, original marriage certificate. Original documentation will be copied in this office and returned to you immediately.

Student Signature: __________________________________________________________

Date: ______________________________________________________________________

______________________________________________________________________________

For Office Use Only:

___________ Documentation Received

___________ Record Changed

Service Assistant Name: _______________________________________________________

Service Assistant Signature: ___________________________________________________

Date: ______________________________________________________________________

______________________________________________________________________________