

Office of the Registrar

T 780.492.3113  
F 780.492.7172  
W [uab.ca/ask](http://uab.ca/ask)

Current or former employees or students at the University of Alberta who have had a name change should use this form.

Name changes are processed at the following locations. Ensure that you correspond with the appropriate office based on your classification.

### Office of the Registrar

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

## Name Change In Person

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)

## Name Change by Mail

When requesting a change of name by mail, a copy marked "Certified True Copy" of the original documentation (listed to the left) must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. 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
- Indigenous Elder

Student ID Number

Date of Birth

Date

## Identifying Information

You must provide your full legal name

Current Last Name on Record	First Name	Middle Name(s)
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Change of Name to:

Correction Only (office use only)

Full legal name

Last Name	First Name	Middle Name(s)
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.