

## APPENDIX A: YORKVILLE UNIVERSITY STUDENT CHANGE OF NAME FORM



### Student Change of Name Form

To begin a change of name request Yorkville University requires one piece of **valid** government-issued photo identification (see pg. 2 for details) in order to validate the identity of the student making the request. Please complete Section 1 of this form and submit it to your Registrar's Office.

**You may use this form to make one of the following changes in your official academic record:**

- Report a change by law of your legal name
- Correct a mistake in your name
- Add, remove, or change middle name(s) or middle initial(s)
- Change your name to something different from your formal legal name (i.e., Preferred/Chosen Name)
- Change your name due to changes in marital status (marriage, separation, divorce)
- Change your name prior to graduation
- Change your name on an existing diploma or certificate (requires supporting documentation)
- Change your gender and/or Gender Pronouns

### Section 1: To be completed by STUDENT

CONFIRMATION OF INFORMATION currently recorded in YU student record system

Surname		Given Name(s)	
Middle Name(s) or Middle Initial(s)	Date of Birth (dd/mm/yy)	Program	
Student Number	Yorkville University Email		

NEW Name/Gender Requested

Surname	Given Name(s)	Middle Name(s)
Gender (Leave blank if you are not making a change of gender/Gender Pronouns request)		
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender non-binary <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer to self-describe:		
Gender Pronouns (i.e. he/his, she/her, they/their, etc.):		
<p>Note: Gender is not disclosed on the official academic record and will be used internAlly only. This is collected in order to ensure the accurate gender information is on file in line with how the student identifies. Only Student Services staff will have access to this information. For any questions on collection of this data please contact your campus Registrar's Office.</p>		

Graduation Status

Please check one of the following Graduation Statuses:
<input type="checkbox"/> I expect to graduate within 3 months of completing this form
<input type="checkbox"/> I will not be graduating this year
<input type="checkbox"/> I already have a diploma/degree from Yorkville University and will be requesting a replacement diploma/degree

<b>Sign and Date</b> I have read and understand the information provided on this form  <input type="checkbox"/> Yes <input type="checkbox"/> No	By signing below you acknowledge that when any changes to your name are made, the name will be used on your official academic record, transcript, and diploma/degree. If your name has been changed to something other than your formal legal name (e.g. Preferred/Chosen Name), future employers, licensing bodies, student loan issuers, and other educational institutions may require legal proof that the transcripts and diplomas/degrees being used are legitimately yours. Your previous YU student ID card must be surrendered to student services.
Signed:	Date(dd/mm/yy)

**Section 2: To be completed by Yorkville University STAFF**

<b>Proof of Identity Confirmed</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Type of Identification Presented</b>		<b>Supporting Documentation (If applicable)</b>
	Processed by	Signature of Staff	Date (dd/mm/yy)

Changing your name to something different than your formal legal name?

It is important to know that ANY changes to your name will be reflected on your official academic record, transcripts, certificates, and diploma/degree. Changing your name to something other than your formal legal name may result in complications with the verification of your credentials and transcripts for things like job applications, student loans (OSAP/Bank Loans), taxes (T2202A), professional licensing bodies, and applications to other educational institutions (e.g., graduate school applications, universities transfers). **It is the sole responsibility of the student or graduate to resolve or deal with issues resulting from a name change.**

Students who wish to avoid some of the problems discussed above might consider changing their name back to their formal legal name before graduation. You may do so by submitting this form to the Registrar's Office before the deadline for name change before the convocation.

**YU Student ID**

Your YU student ID card must match your current active name on YSIS. Valid government-issued photo identification matching a current or previous registered name in YSIS must be presented when you visit the student services office to obtain a replacement card. Your previous ID card must be surrendered in order to avoid a replacement fee.

**MyYU Login**

MyYU login username can be changed after you have changed your name on the official academic record by submitting an AskYU support ticket request. Please note

that the change may take some time due to processing of the request.

### **Email Address**

If you wish to change your individual email address after you have changed your name, you may do so through opening an AskYU support ticket.

### **Valid Identification**

The following is a list of identity documents that Yorkville University accepts (where applicable): Birth certificate, Passport, Canadian Driver's License, marriage certificate, separation/divorce order/judgement, certificate or court order made under a provincial change of name act or similar legislation, Provincial Photo Card, Certificate of Indian Status, Canadian Citizenship Card, Canadian Permanent Resident Card, Canadian Armed Forces Identification Card, Canadian Study Permit, Canadian Work Permit, and Canadian Immigration documentation. Please note, your photo ID must be currently valid (i.e., not expired), match the name on Yorkville University's record system and contain a photo no more than 5 years old.

Please Note: All records, both of academic and personal nature, are strictly confidential, with no release of information available without the student's written consent. Yorkville University is bound by the policies set forth in the *Personal Information Protection and Electronic Documents Act* and the *New Brunswick Protection of Personal Information Act*. This legislation does not allow us to give out any information about a student to anyone other than the students. This includes information regarding a student's application, grades, attendance, financial standing or residence standing.