

Submit the completed and signed form with appropriate documentation to Student Records c/o Registrar's Office Client Services located in the ServiceHub (room Podium 150).

Name changes will not be accepted by e-mail, fax or through third parties.

In exceptional circumstances where it is not possible to submit forms and original documentation in person, refer to our website and FAQ for information about submitting certified true copies (<http://www.ryerson.ca/registrar/faculty.html>).

Section A: Personal Information CURRENTLY on file (PLEASE PRINT)

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Ryerson I.D. Number:

Last Name

First Name(s)

Middle Name(s)/ Initial(s)

Current Phone Number

Current Email Address

Section B: Reason for Name Change (Check the applicable box)

All Personal Data Change Forms must be submitted with Photo ID and one of the following relevant documents as indicated beside each reason. Original or certified true copies of documents must be provided:

- Correction or an addition to your name (Birth Certificate, Passport)
- Name change by marriage (Marriage Certificate)
- Return to maiden name (Birth Certificate)
- Official name change (Change of Name Certificate)

NOTE: Name change requests for Alumni will **only** be processed for official name changes.

Section C: Personal Information to be UPDATED (Name and Date of Birth must match documentation submitted)

Complete only the field(s) you wish to change on your Ryerson record. All fields are optional.

Use upper and lower case letters, and include hyphens, periods, and proper spacing as required (e.g., "Manuela Ann-Marie D'Souza).

Please note that accents cannot be accommodated. Initials will be followed by a period (e.g., "Manuela A. D'Souza) on the official record.

Last Name

First Name(s)

Middle Name(s)/ Initial(s)

Gender Identity

- Male
- Female
- Other/Not Reported

Marital Status

- Single, Widowed, or Divorced
- Married or Separated

Date of Birth

Day			Month			Year			

Prefix

- Mr.
- Mrs.
- Ms.
- Miss
- Dr.
- no prefix

I confirm that I am the individual as stated. The information provided is true and accurate in all respects.

Signature

Date (dd/mm/yy)

Remember to sign this form before submitting