

# Student Records Statutory Declaration - Change of Name

**Instructions:**

1. Complete Section A entirely.
2. Complete only **one** box, as applicable, in Section B.
3. Sign Section C in the presence of a Commissioner of Oaths and have the Commissioner of Oaths sign and seal the form.
4. Submit this Statutory Declaration with the Personal Data Change Form
5. For detailed information and procedures, please refer to our website and FAQ: <http://www.ryerson.ca/registrar/students/id-management>

**Section A**

I \_\_\_\_\_  
 Legal First Name                      Legal Middle Name                      Legal Last Name                      \_\_\_\_\_  
 Ryerson Student Number

of the City of \_\_\_\_\_ in the Province/Territory/State of \_\_\_\_\_ do solemnly declare:  
 City/Town    Province/Territory/State

- That I make this declaration for the purpose of identifying myself to Ryerson University for my Ryerson student record and for no improper reason;

**Section B Complete the information in only one box in this section, as applicable**

- That my true and legal name is as shown above in Section A;
- That I am requesting that **my legal name as shown above in Section A** be updated on my Ryerson University student record;
- That my **former** name as it appeared on my Ryerson University student record when I attended was:

\_\_\_\_\_

First Name                      Middle Name                      Last Name

Attached, please find certified copies of my original, official documents to support my request for Name change (as per the requirements on the Ryerson University Personal Data Change Form and the Registrar's Office Identity Management website [www.ryerson.ca/registrar/students/id-management/](http://www.ryerson.ca/registrar/students/id-management/).)

**OR**

- That my true and legal name as it appears on my Ryerson University student record is as shown above in **Section A**;

Attached, please find original or certified copies of official documents that contain my legal name as shown above in **Section A** (from the list of Accepted Supporting Documentation detailed on the Registrar's Office Identity Management website [www.ryerson.ca/registrar/students/id-management/](http://www.ryerson.ca/registrar/students/id-management/));

- That I am requesting that the **name below** be updated on my Ryerson University student record;
- That I am known or wish to be known by the name of:

\_\_\_\_\_

First Name                      Middle Name                      Last Name

- I understand that submitting the Personal Data Change Form with this Statutory Declaration as supporting documentation will change my name for Ryerson University records only;
- I understand that external organizations may not accept or recognize this name, and that inconsistencies between the name on my Ryerson University student record and the name used by external organizations may cause me unexpected difficulties.

**Section C****COMMISSIONER OF OATHS (please read)**

A Commissioner of Oaths has the power to administer oaths by legislation of regulation. In addition to a person authorized by the Minister of Justice to act as a Commissioner of Oaths, the following, by virtue of his/her status, may receive oaths: court clerk and deputy clerk; lawyer; notary; mayor; clerk and secretary –treasurer in all municipalities, but only within the limits of his/her municipality; the Secretary General, Associate Secretary General and Associate Secretary of the National Assembly; justice of the peace.

Please Note: If you reside within Toronto, ON, your Statutory Declaration Form can be signed (free of charge), upon request, by your city councillor who is authorized to be a Commissioner of Oaths - they offer this service to their constituents. Other cities may also offer this service.

<p>Declared before me at the City of _____ in the Province of _____</p> <p>_____ this _____ day of _____</p> <p>20 _____</p> <p>_____</p> <p><b>Commissioner of Oaths Signature</b></p> <p>_____</p> <p><b>Declarant Signature</b>        Note:Declarant must sign this form before a Commissioner of Oaths.</p>	<p><b>Commissioner Contact Information:</b></p> <p>_____</p> <p><b>Name (please print)</b></p> <p>_____</p> <p><b>Telephone Number (including area code)</b></p> <p>Please affix stamp/seal below</p>
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