NAME CHANGE REQUEST FORM

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended, the Ontario Ministry of Training, Colleges and Universities Act, and the Federal Statistics Act. The information collected will form part of your student record at Queen’s. It will be shared with the faculty, school or department and reported to Statistics Canada and the Ministry of Training, Colleges and Universities. In addition to these external reporting requirements, the information will be used for updating your academic record, and for communicating with you. If you have any questions, please contact the Office of the University Registrar, Gordon Hall, Queen’s University.

GENERAL REQUIRED INFORMATION

Student Number: _______________________ Faculty or School: _______________________

Name information CURRENTLY on database:

Student Name:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given Names</th>
</tr>
</thead>
</table>

REPORT CHANGES ONLY

POLICY: As the University is committed to the integrity of its student records, each student is required to provide either on application for admission or on personal data forms required for registration, their complete legal name. Any requests to change a name, by means of alteration, deletion, substitution, or addition must be accompanied by appropriate supporting documentation. Our full names policy is available at http://www.queensu.ca/registrar/resources/policies/student-names

Appropriate documents are defined as follows:

☐ Birth or baptismal certificate  ☐ A Statutory Declaration Form
☐ Marriage / Separation / Divorce documents  ☐ Change of Name Certificate as issued by a Court, or
☐ Passport

CHANGE TO:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given Names</th>
</tr>
</thead>
</table>

Reason (Marriage, Divorce, Middle Name missing, etc.)

PLEASE NOTE: Deadlines for changes or corrections for Degree List purposes must be received at the address below no later than April 30th for Spring degree lists and October 15th for Fall degree lists.

Signature (Mandatory) ________________________ Date ________________________

PLEASE RETURN COMPLETED FORM WITH APPROPRIATE DOCUMENTATION TO:

Queen’s University
Office of the University Registrar (Records and Services)
Room 125, Gordon Hall, Kingston, ON K7L 3N6
Fax: (613) 533-2068