

# 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.



## NAME AS IT CURRENTLY APPEARS IN YOUR SOLUS STUDENT CENTRE

Student Number:

Faculty/School:

Last Name:

Given Names:

## REQUESTED CHANGE(S)

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:

- |  |  |
|--|--|
| <input type="checkbox"/> Birth or baptismal certificate            | <input type="checkbox"/> Change of Name Certificate as issued by a Court, or |
| <input type="checkbox"/> Marriage / Separation / Divorce documents | <input type="checkbox"/> A Statutory Declaration Form                        |
| <input type="checkbox"/> Passport                                  |  |

CHANGE TO:

Last Name:

Given Names:

Signature

Date

**NOTE: Deadlines for changes for Degree List purposes must be received no later than April 30th for Spring Convocation and October 5th for Fall Convocation.**

**PLEASE RETURN COMPLETED FORM WITH APPROPRIATE DOCUMENTATION TO:**

[solus@queensu.ca](mailto:solus@queensu.ca)