

## Name Change Form

**A name change may only be processed by completing this form and submitting the required documentation.**

If the name of a candidate/student changes after s/he has submitted an Application for Admission to York University, the name on the University's file (surname and/or given name) cannot be modified except when a request for a name change is completed. A request for a name change must be supported by original or certified/notarized copies of the following documents, depending on the reason for the name change.

**Name change by marriage:** Canadian marriage certificate; or foreign marriage certificate (must be translated into English); or divorce order or judgment.

**Name change by law:** Certificate or court order made under a provincial change of name act or under similar legislation.

**Return to maiden name:** Birth certificate and valid photo identification (passport or driver's licence).

**Given name change:** When given names need to be modified, valid photo identification (passport or driver's licence), which provides proof of the modification, is required. These documents are not valid for other types of changes. (Here is an example of a given name change: "My file reflects the name Debbie but my legal name is Deborah and this is the name I want to appear on my diploma.")

**Please Print**

Student Information	
Student Number	Home Faculty
Surname currently on file	Given Name currently on file
Surname on documentation	Given Name on documentation (First) <span style="float: right;">(Middle)</span>
Telephone	E-mail

Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify) _____
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Are you expecting to graduate at the next convocation ceremony?     No                       Yes

(If you wish your correct name to appear on your diploma and in the convocation program, name changes must be submitted to the Registrar's Office by May 1 for the June convocation, September 15 for the October convocation, and January 10th for the February convocation. If you submit a name change after these deadline dates, you will have to order and pay for a replacement copy of your diploma.)

Student's Signature	Date
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *Freedom of Information and Protection of Privacy Act* and *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.

<b>Registrar's Office Use Only</b>	
Checked: <input type="checkbox"/> Name on SIS <input type="checkbox"/> Faculty <input type="checkbox"/> Doc. Rec'd.	Initial _____ Input Date _____