



Current or former employees or students at the University of Alberta who have had a name change should use this form. Ensure that you go to the appropriate office based on your classification.

Inquiries: Phone (780) 492-3113
Fax (780) 492-7172

Name changes can be processed in person at the following locations:

OFFICE OF THE REGISTRAR AND STUDENT AWARDS Main Floor, Administration Building University of Alberta Edmonton, AB T6G 2M7	HUMAN RESOURCE SERVICES 2-60 University Terrace University of Alberta Edmonton, AB T6G 2T4	FACULTY OF GRADUATE STUDIES AND RESEARCH Killam Centre for Advanced Studies 2-29 Triffo Hall University of Alberta Edmonton, AB T6G 2E1	FACULTY OF EXTENSION 2-560 Enterprise Square 10230 Jasper Ave NW Edmonton, AB T5J 4P6
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One of the following original documents must be presented: a name change will not be recorded on your University record unless such documentation is provided.

- Legal Change of Name Certificate
- Marriage Certificate
- Passport
- Birth Certificate (when changing your name back to your birth name)

When requesting a change of name by mail, a copy marked "Certified True Copy" of the original documentation must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. Note: your Guarantor's position and original signature must appear on the photocopy of your documentation if you are presenting it as a "Certified True Copy".

Faxed copies are not acceptable. Your Guarantor cannot be a relative and must be one of the following:

- *Minister of Religion*
- *Signing Officer of a Banking Institution*
- *Legal Professional (including a Police Officer)*
- *University Instructor*
- *Teacher or School Principal*
- *Medical Professional*
- *Professional Accountant or Engineer*
- *Mayor*
- *Postmaster*
- *Person occupying a Senior Administrative position at a University or Community College*

Student/Employee ID Number **Date of Birth** (mm/dd/yy) **Date** (mm/dd/yy)

Identifying Information

You must provide your full legal name

Current Surname on Record	First Name and Middle Name(s)
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Change of Name to: Full legal name

Surname	First Name and Middle Name(s)
Signature - Former Name	Signature - New Name