

Name Change Request

STUDENT INFORMATION

Name:	
Email:	@brocku.ca
Student ID Number	

Section 1: Request for Change of Students' Chosen Name on Brock Systems

In these systems, you DO NOT require a legal name change.

Students who wish to include a change of their name for the purpose of their diploma, as well as Brock systems (directory, student card, class list, Brightspace, student union, email alias, eRez, library, parking services) are required to complete the information below. Please note: Systems outside of those listed above, including apps, department specific listings, etc. are not included, and will need to be updated by the student directly.

The legal name will be retained as part of the student's permanent record and will be displayed on official transcripts. Diplomas can display the chosen name. To have your name changed in these places, please also complete Form 2.

Please note: Students who choose their chosen name on their diploma can no longer use their diploma as a legal document.

Change Types Permitted (no documentation required)

<input type="checkbox"/>	Name change associated with identity
<input type="checkbox"/>	Using both capital and lower case letters (e.g. MACKENZIE to MacKenzie)
<input type="checkbox"/>	Diminutives of names (e.g. James to Jim)
<input type="checkbox"/>	Variation in order of names, Last Name/First Name
<input type="checkbox"/>	Removal of middle names (e.g. Jane Ann Smith to Jane Smith)
<input type="checkbox"/>	Use of religious names (e.g. addition of the name Mohammad)
<input type="checkbox"/>	Truncation of first or middle names (e.g. Alexander to A.)
<input type="checkbox"/>	Other: _____

Name Change as requested to appear: _____

Section 2: Requests to Change Students' Legal Names on Academic Records

This form is for students who have legally changed their name and would like their official records to reflect this. The name will appear on ALL official academic records and diploma.

Name Change Types (select one)

<input type="checkbox"/> Change to Last Name	<input type="checkbox"/> Alteration to Spelling of Name(s)
<input type="checkbox"/> Change to First Name	<input type="checkbox"/> Removal of Middle Name
<input type="checkbox"/> Addition of Middle Name	<input type="checkbox"/> Complete Name Change

Identification Required *Must attach copies of TWO pieces of acceptable documentation

Must attach two pieces of acceptable documentation, one of which must be photo ID that confirm the change you are requesting (e.g. changing you last name from Smith to Jones would require ID reflecting “Jones”).

Identification Attached: (Select two)

<input type="checkbox"/> Passport
<input type="checkbox"/> Driver’s License
<input type="checkbox"/> Name Change Certificate/Notarized Letter
<input type="checkbox"/> Marriage Certificate
<input type="checkbox"/> Divorce Papers/Divorce Order/Certificate of Divorce/Annulment Certificate/Decree Nisi
<input type="checkbox"/> Government-issued Photo ID (e.g. Citizenship Card)
<input type="checkbox"/> Joint Declaration of Conjugal Relationship
<input type="checkbox"/> Death Certificate of Spouse
<input type="checkbox"/> Other: _____

New Legal Name (as reflected in appropriate documentation provided)

_____	_____	_____
Last	First	Middle

*Student who need financial support to go through the legal name change process can contact HRE humanrights@brocku.ca

ACKNOWLEDGEMENT & AGREEMENT OF TERMS

I am the person identified above. I hereby request that Brock University change my name(s) for their records.

Student’s Signature: _____ **Date:** _____

Submit completed form to records@brocku.ca from your Brock Email account

Protection of Privacy: The information gathered on this form is collected under the authority of the Brock University Act, 1964. The information is used for the academic, administrative, and statistical purposes of the University. This information is protected and is being collected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the collection or use of this personal information should be directed to the University Registrar at Brock University in ST 301, or at 905-688-5550 x5234 or see www.brocku.ca/registrar.