# 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. The information will be used for updating your financial record, and deducting fees from your bank account as provided with this form. If you have any questions, please contact the Office of the University Registrar, Gordon Hall, Room 125, Queen's University.

Queen's UNIVERSITY

## GENERAL REQUIRED INFORMATION

Student Number: _____ Faculty or School: _____

**Name information CURRENTLY on database:**

Student Name: _____

Title Surname Given Names

## 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/aboutus/policies/names.html

Appropriate documents are defined as follows:

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

CHANGE TO:

_____

Title Surname Given Names:

_____

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