



Current Student Information *As currently shown in student information system

Student No.: _____ Email: _____
First Name: _____ Middle Name: _____
Last Name: _____

Correct Student Information

First Name: _____ Middle Name: _____
Last Name: _____
Gender: _____ Pronoun: _____

Signature *Required _____ Date: _____

I hereby confirm that the information noted above is correct and that I personally (person noted above) have submitted this request.

Authorized Departments *Please submit this form along with supporting documentation to one of the follow locations

- Student Services: Brockville Campus (rm# 100), Cornwall Campus (rm# m1440), Kingston Campus (rm# 11000 Welcome Centre)
International Office (outside Canada Changes): Brockville Campus (rm# 205), Cornwall Campus (rm# m1440), Kingston Campus (rm# 11180)

Supporting Documentation *Photo and Signature identification required. Two pieces may be required

- Driver's License, Marriage or Divorce Certification, Passport, Birth Certificate, Secure Certificate of Indian Status Card, Change of Name Certificate

Individuals with identification from outside Canada must see the International Office for verification of legal documents. Supporting documentation will be retained on your student file for reference.

FOR OFFICE USE

System Updated by: _____ Date: _____
If student requires a Degree Name update (applied to graduate), please check here. Note: Degree Names are updated by the Records Office
Document Archived by: _____ Date: _____
Records Office Staff

Freedom of Information This information is collected and used under the authority of the Ontario Colleges of Applied Arts and Technology Act, R.S.O. 2002, and regulations thereunder for the purpose of changing your legal name in the Student Information System.