

Change of Name Form



Current or former students of Concordia University of Edmonton who have had a name change need to complete and submit this form to the Registrar's Office, in Student & Enrolment Services.

One of the following original documents must also be presented when requesting a name change:

- Government issued *Certificate of Change of Name*, or
- Government issued *Certificate of Marriage*, or
- Government issued *Birth Certificate* (when changing you name back to your birth name), or
- Passport

When requesting a change of name by mail, a copy of the original documentation marked "Certified True Copy" **must** be provided. A "Certified True Copy" is a photocopy of the original documentation validated by a Guarantor. Please 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 **will not** be accepted. Your Guarantor **cannot** be a relative and **must** occupy one of the following positions:

- Minister of Religion
- Professional Accountant or Engineer
- Signing Officer of a Banking Institution
- Mayor
- Legal Professional (including Police Officer)
- Postmaster
- University Instructor
- Senior Administrator from a University or Community College
- Teacher or School Principal
- Medical Professional

TO BE COMPLETED BY THE STUDENT		
Student ID Number	Date of birth (yyyy-mm-dd)	<input type="checkbox"/> Current Student <input type="checkbox"/> Former Student Years Attended _____
CURRENT NAME ON RECORD		
Last Name	First and Middle Name	
REQUESTED CHANGE		
Last Name	First and Middle Name	
Student Signature		Date

The information requested on this form is collected in accordance with Section 33c of Alberta's Freedom of Information and Privacy Act for the purpose of managing student records. For more information about the collection and use of this information, please contact the Registrar's Office at 780-479-9250.

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date