



# Alexander College

Office of the Registrar

Email: registrar@alexandercollege.ca

Tel.: (604) 435-5815

Fax: (604) 435-5895

## CHANGE OF LEGAL NAME FORM

### Request Details

Student's First Name (current name of record)	Student's Last Name (family name, current name of record)	Student ID Number <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>												
Student's First Name (NEW name)	Student's Last Name (NEW name)													

### Policy and Procedure



Students who have changed their legal name are required to provide a supporting legal document in order to update their student record. This must be an original document, not a photocopy. This original document will be verified by the Office of the Registrar staff, photocopied, and promptly returned to the student.

Acceptable supporting documentation must be ONE of the following:

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Change of Name Certificate | <input type="checkbox"/> Birth Certificate   |                                   |
| <input type="checkbox"/> Marriage Certificate       | <input type="checkbox"/> Divorce Certificate | <input type="checkbox"/> Passport |

#### Corrections

If a student is able to demonstrate that an error was made in the entry of their legal name at the time of admission (e.g. a typo), the Officer may make the correction without the need to follow the formal name change procedure.

### Authorization

Officer Signature	Date (DD - MMM - YYYY)
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