



Office of the Registrar


Email : studentrecords@alexandercollege.ca

Tel : (604) 435-5815

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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></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, the Officer may make the correction without the need to follow the formal name change procedure.	

Authorization	
Officer Signature	Date (DD - MMM - YYYY)