

Changes to Personal Information:

Please email HRIS@umanitoba.ca for the following changes to your personal information:

Change	Information to include in the email
Legal Name	<input type="checkbox"/> Former name <input type="checkbox"/> New name <input type="checkbox"/> Employee number (or student number if unknown) <input checked="" type="checkbox"/> Attach a copy of the Government-issued document indicating new name (i.e Marriage Certificate, Confirmation of SIN, Divorce Decree, etc)
Extension of Immigration Status and Social Insurance Number (SIN)	<input type="checkbox"/> Legal name <input type="checkbox"/> Employee number(or student number if unknown) <input checked="" type="checkbox"/> Attach a copy of your valid Work or Study permit <input checked="" type="checkbox"/> Attach a copy of your valid Confirmation of SIN letter
Permanent Resident Status	<input type="checkbox"/> Legal name <input type="checkbox"/> Employee number (or student number if unknown) <input type="checkbox"/> Former SIN number (beginning with a '9') <input type="checkbox"/> New Confirmation of SIN letter <input checked="" type="checkbox"/> Attach a copy of your Permanent Resident card
Mailing address	<p><u>Two options:</u></p> <p>1) Update your address in Employee Self-Service via JUMP</p> <p>2) Email hris@umanitoba.ca</p> <input type="checkbox"/> Name <input type="checkbox"/> Employee number or Student number <input type="checkbox"/> Former address <input type="checkbox"/> New address

Alternatively, you can mail or drop off your legal documents in person to:

Human Resources
 309 Administration Bldg
 Monday-Friday, 8:30am-4:30pm

Note: If you are a student and wish to update your information in Aurora, please contact the Registrar's Office:

Phone: (204) 474-9420

Toll Free in North America: 1 (877) 474-9420

In person: 400 University Centre, 8:30 to 4:30, Monday to Friday