



Request for Change of Legal Name

Student #: _____ Day time phone #: _____

Full name as it currently appears in your University of Manitoba records (you can see this on your U of M photo ID):

Full legal name as it should now appear in your University of Manitoba records (**this must match your name as it appears on your supporting documentation**). **Please print clearly using upper and lower case letters.** If applicable, clearly indicate all diacritical marks such as accents, umlauts, or any other special characters

First Name (s)	Middle Name(s)	Last Name(s)
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If your name has changed due to marriage or divorce please provide:

Government issued Change of Name Certificate **OR**

Government issued marriage certificate **and** birth certificate **and** a government issued ID (for example, a drivers license) showing your current last name. Please make sure that photocopies are legible. **OR**

Government issued divorce decree **and** birth certificate **and** a government issued ID (for example, a drivers license) showing your current last name. Please make sure that photocopies are legible.

If your name has been legally changed please provide:

Government issued Change of Name Certificate

If we need to make corrections to your name of record (for example, adding or deleting a name or names please provide one of the following:

Birth certificate

Government issued Change of Name certificate

Government issued study permit, immigration documentation or citizenship paper

Your request will not be processed in the event that there is illegible, incomplete, or missing documentation or if your signature is missing.

I hereby declare that the name change requested is my **current full legal name**.

Signature: _____

Date: _____

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of updating your personal records with your new legal name. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.