

# Name Change Request

When completing this form, please use the appropriate upper and lower case characters as they appear on your supporting documentation.

Name (currently on record):	Status: <input type="checkbox"/> Current or former student: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Special Student  <input type="checkbox"/> Employee
Student Number:	
Phone Number:	

**Option 1: Legal Name Change Request on Academic Records**

For students who would like to change the name they currently have on record at Carleton University.

Name Change Types:

- Change to Last Name                       Change to First Name  
 Addition/Removal of Middle Name       Alteration to spelling of name(s)

**Documentation Required.** You must provide an original copy of **one** of the documents listed below. If the document is not in English, you must provide a certified translation of it.

If you are a Canadian Citizen or Canadian Permanent Resident:  <input type="checkbox"/> Provincial Name Change Certificate <input type="checkbox"/> Driver's License <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Certificate of Indian Status <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Marriage Certificate	If you are a Non-Permanent Resident:  <input type="checkbox"/> International Passport <input type="checkbox"/> Canadian Study Permit <input type="checkbox"/> Canadian Work Permit <input type="checkbox"/> Canadian Immigration Documentation <input type="checkbox"/> Marriage Certificate
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**Requested Legal Name Change:**

First	Middle	Last
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**Option 2: Change Gender Assignment**

No documentation is required to change gender assignment.

- Male                       Female                       Other                       Prefer not to report

**Option 3: Request for Variation of Diploma Name**

Please be sure that you have applied to graduate online before completing a request for variation of diploma name.

Below are the ONLY Change Types Permitted (no documentation required).

- Change my middle name to an initial (e.g., Mary Ann Smith to Mary A. Smith)  
 Remove my middle name (e.g., David Brian Smith to David Smith)  
 Change a letter to an Upper or Lower case (e.g., Mckay to McKay)  
 Add an accent to my name (e.g., Renee Cote to Renée Côté)  
 Use my preferred first name

**Requested Diploma Name:**

First	Middle	Last
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I confirm that the statements made on this document are true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

**Office Use Only (comments):**