

# 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 to a diploma with no documentation required. If your change type is not listed below, you will need to complete a Legal Name Change as per Option 1 above.

- Change my middle name to an initial (e.g., Mary Ann Smith to Mary A. 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)  
 Remove my middle name (e.g., David Brian Smith to David Smith)  
 Use my chosen first name that I have previously entered in Carleton Central (e.g. Alexandra Emily Clark to Alex Emily Clark)

### Requested Diploma Name:

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

**Diploma Name Change only:** I acknowledge that official documents are often used to verify one's identity, and my diploma will be inconsistent with my transcript and other identifications. Employers, licensing bodies, other educational institutions, or government agencies (such as border services) may question the name inconsistency.

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

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