

Current or former students or employees who change their legal name, or whose registration of a change of name is annulled, must notify the University of Regina immediately and provide evidence of the change using this form.

**Name changes may be processed in person at the following locations:**

Students:

**Registrar's Office**  
Administration-Humanities Building, Room 210  
University of Regina  
Regina, SK, S4S 0A2  
Phone: (306) 585-4127  
Fax: (306) 585-5203

Employees:

**Human Resources**  
Administration-Humanities Building, Room 206  
University of Regina  
Regina, SK S4S 0A2  
Phone: (306) 585-4163  
Fax: (306) 585-5232

**One of the following documents must be presented:**

*(equivalent documents from other jurisdictions are acceptable in lieu of the Saskatchewan forms named)*

- Certificate of Marriage (*Saskatchewan form V.S.16*)
- Notice of Dissolution of Marriage or decree absolute (*Saskatchewan form V.S.11*)
- Certificate of Change of Name (*Saskatchewan form C.N.3*)
- Certificate of Registration of Change of Name Effected Outside the Province of Saskatchewan (*Sask form C.N.5*)
- Notice of use of double surname (*apply to the provincial Director of Vital Statistics*)
- Birth Certificate (*Saskatchewan form V.S.15*)

You must present either the original or a certified photocopy that has been attested by a Guarantor, of the document that has **YOUR NEW NAME** on it. The Guarantor's position and original signature must appear on the photocopy of your documentation, and be marked "**Certified True Copy**". Original documents will be returned to you after a copy has been taken.

**A Guarantor must occupy one of the following positions:**

- Legal professional (lawyer, police officer, commissioner for oaths, notary public)
- Minister of religion
- Signing officer of a bank or credit union
- Teacher or high school principal
- University or college professor or senior administrator
- Medical professional
- Professional accountant or engineer
- Mayor
- Postmaster

**Student or Staff ID:**

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**Please check the appropriate box(es) below if you were/are:**

Student
  Employee (If this name change affects your benefit coverage, please contact Pension and Benefits, Human Resources to complete a Benefit Status Change Form.)

<b>Current Name on Record:</b>	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other: _____
Last	First		Middle	
<b>Change Name To:</b>	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other: _____
Last	First		Middle	

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

The University of Regina collects and creates information about students ("personal information") under the authority of The University of Regina Act and in accordance with The Local Authority Freedom of Information and Protection of Privacy Act and the Personal Information Protection & Electronic Documents Act, for purposes of admission, registration, and other decisions on students' academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students' society and alumni association, and will be reported as required by federal or provincial authority. By enrolling in courses at the University of Regina, students consent to the collection, use, and disclosure of personal information as described above.