

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

Name changes may be processed at the following locations:

Undergraduate Students:

Registrar's Office
Administration-Humanities Building
Room 210
University of Regina
Regina, SK S4S 0A2
Phone: (306) 585-4127
Email: registrar@uregina.ca

Graduate Students:

Faculty of Graduate Studies and Research
Centre for Kinesiology, Health & Sport, Room 227
3925 Goldenrod Loop
University of Regina
Regina, SK S4S 0A2
Phone: (306) 585-4161
Email: grad.studies@uregina.ca

Employees:

Human Resources
Administration-Humanities Building
Room 435
University of Regina
Regina, SK S4S 0A2
Phone: (306) 585-4163
Email: HR.Support@uregina.ca

One supporting document is required from this list:

- Birth Certificate (when changing back to a birth name)
- Marriage Certificate
- Legal Change of Name Certificate (as issued by an authorized government agency)
- Court Order for Adoption
- Naturalization Certificate
- Social Insurance Card
- Driver's License or Enhanced Driver's License (issued by a Canadian or U.S. jurisdiction)
- Canadian or Foreign Passport
- Canadian Citizenship Card (with photo)

The University reserves the right to request additional supporting documentation.

Student or Employee ID (9 digits)

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

- Undergraduate Student**
 Employee
 (If this legal name change affects your benefit coverage, please contact Pension and Benefits, Human Resources to complete the required forms.)
- Graduate Student**

Change of Legal Name Details

Legal Surname		Legal First Name		Preferred Name (if different from first name)	
Legal Middle Name 1	Legal Middle Name 2	Legal Middle Name 3	Title: Mr., Ms., Mrs. Dr., etc.	Suffix: JR, SR, CA, QC, etc.	

Previous Name (required for name changes)

Surname	First Name	Middle Name(s)
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Your personal information is collected under the authority of the University of Regina Act, and in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and the *Personal Information Protection and Electronic Documents Act* (Canada), for the purpose of a change of legal name. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5163.

Signature	DD-MMM-YYYY Date
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