

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](mailto: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](mailto: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](mailto: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:**

**E-Mail Address**

- 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	
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.

DD-MMM-YYYY	
Date	Signature