

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. In some situations, individuals may petition to use their preferred first name for all University of Regina processes. [Preferred names](#) will be used for some, but not all, University records and processes. This option has been developed to respond to the needs of some international students, transgender people, and others who may feel their safety and security is jeopardized in the use of their legal first name.

**Name changes may be processed in person 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**

**Graduate Students:**

**Faculty of Graduate Studies and  
Research  
Paskwāw Tower  
Room 110.2  
University of Regina  
Regina, SK S4S 0A2  
Phone: (306) 585-4161**

**Employees:**

**Human Resources  
Administration-Humanities  
Building  
Room 435  
University of Regina  
Regina, SK S4S 0A2  
Phone: (306) 585-4163**

**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.*

**DO NOT SEND ORIGINAL DOCUMENTS BY MAIL.**

A certified photocopy that has been attested by a Guarantor\*, of the document that has **YOUR NEW NAME** on it is acceptable. The Guarantor's position, original signature, and phone number must appear on the photocopy of your documentation, and be marked "**Certified True Copy**" along with the date. Presented original documents will be returned to you after a copy has been taken.

**Student or Employee ID (9 digits)**



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

**Undergraduate Student**

**Employee**

(If this name change affects your benefit coverage, please contact Pension and Benefits, Human Resources to complete the required forms.)

**Graduate Student**

**Change of 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 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, [\(306\) 585-5545](tel:3065855545).

	DD-MMM-YYYY
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Signature

Date

\*A Guarantor must occupy one of the following positions: Legal professional (lawyer, police officer, commissioner for oaths, notary public), minister of religion, high school teacher or principal, university or college professor or senior administrator, medical professional, professional accountant (CMA, CGA, CA), professional engineer, or mayor.