

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:

Undergraduate Students:

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

Graduate Students

Faculty of Graduate Studies & Research
North Tower Residence,
Room 110.2
University of Regina
Regina, SK, S4S 0A2
Phone: (306) 585-4161; Fax: (306) 337-2444

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 Staff ID:

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E-Mail Address

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

- | | |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Employee
(If this name change affects your benefit coverage, please contact Pension and Benefits, Human Resources to complete the required forms.) |
| <input type="checkbox"/> Graduate Student | |

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

Signature _____

Date Signed _____

***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, professional engineer, or mayor.

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 (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), 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. 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 at: www.uregina.ca/contact/privacy-legal/