

Background Information

The University's Office of Registrarial Services produces various kinds of records based on personal information supplied by a student or outside agency. These records include but are not limited to ID cards, class lists, student directories, transcripts, degrees and scholarship information ("University Records"). The University's Student Information System (SIS) requires a person's first (given name) and last (family name) which together with the student ID number is used by the SIS to identify the student.

Procedures

This form cannot be used to change a student's family name. If you would like to request a change to your family name for University Records, complete the "Change of Legal Name Request Form" on the [Enrolment Services Downloads page](#). Students who wish to **legally** change their given name(s) and/or family name should consult the Government of Ontario website at <https://www.ontario.ca/page/change-name>.

Students who wish to change their given name(s) and/or gender identity for the purposes of University Records must normally complete the Change of Given Name(s) and/or Gender Identity form and submit it in person with government-issued photo identification to the Office of Registrarial Services, 3rd floor, University Centre. Photo ID is required to match the student record to the person making the request.

The University reserves the right to refuse to accept preferred given names that are not compatible with the SIS such as given names which are symbols or are based in whole or part of numerical sequences. The University will retain a historical record of all given names as part of the Registrar's student record. The preferred given name(s) will be used by the University in future correspondence to the student and about the student with external parties.

Limitations

Students who use this form will change their given name(s) and/or gender identity for **University of Guelph purposes only**. **This form does not legally change your given name(s) and/or gender identity.** External institutions including but not limited to OSAP, banks, RESP providers, potential employers, other universities, passports, police records check (required for some courses and student placements), Canada Revenue Agency (income tax receipts) and student health insurance providers may not accept or recognize the new preferred given name(s) and/or gender identity. Students understand and agree that inconsistency between the preferred given name(s) and/or gender identity used by the University and the given name(s) and/or gender identity used by external organizations may cause the student unexpected difficulty and it is solely the student's responsibility to resolve such difficulties.

Students may wish to consider changing their name back to their formal legal name prior to graduation (by the deadline given for diploma name changes) in order to avoid some of the problems outlined above.

Other Considerations

Student ID card: Your Student ID card must match your name in the SIS. You will be issued a new ID card when you submit the Change of Given Name(s) and/or Gender Identity form to Enrolment Services. No fee is required.

Email address: If you would like to change your email address after submitting your form, please contact the CCS Help Centre at 58888help@uoguelph.ca

Did you know? The University of Guelph has a Sexual and Gender Diversity Advisor who provides one-on-one confidential advising related to sexual orientation and gender identity and assists LGBTQ2IA+ students with navigating the University system. You can connect with them at 519-824-4120, extension 54166 or sgd@uoguelph.ca



This form may be used to change your given name(s) OR your gender identity OR both your given name(s) and your gender identity. Please complete the fields relevant to your request. The fields indicated with an asterisk (*) are required for all requests. Please bring the completed form and government-issued photo ID to the Office of Registrarial Services, 3rd floor, University Centre. Photo ID is required to match the student record to the person making the request.

Confirmation of Information Currently in University of Guelph Records

*Current given name(s): First: _____ Middle: _____

*Last/Family name: _____

*Date of birth (YYYYMMDD): _____ *Student ID #: _____

NEW Name and/or Gender Identity Request

New given name(s): First: _____ Middle: _____

Graduation status: **I expect to graduate in the next three months** and would like this change in given name(s) reflected on my diploma. **If yes, please note** that this form must be submitted by the second week of May for June convocation ceremonies, the second week of September for October ceremonies, and the second week of January for February absentia conferrals.

☐ Yes ☐ No

I would like my gender identity to be recorded in the Student Information System as:

☐ Male ☐ Female ☐ Another gender identity ☐ Undeclared

My preferred salutation to be recorded in the Student Information System is:

☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ No salutation

Student Acknowledgement

I am the person identified above. I hereby request that the University of Guelph change my given name(s) and/or gender identity for their records. I have read and understand the information provided in the document attached to this form, titled "Change of Given Name(s) and/or Gender Identity Information." By signing below, I acknowledge that the inconsistency shown between the preferred given name(s) and/or gender identity used in University Records and the given name(s) and/or gender identity used by external organizations may cause me unexpected difficulty, and it is solely my responsibility to resolve such difficulties.

*SIGNATURE: _____

*DATE: _____

For Office Use Only:

Date Received: ____ / ____ / ____ (Y/M/D) Staff Signature: _____

Notice of Collection, Use and Disclosure of Personal Information

The University of Guelph collects personal information under authority of the University of Guelph Act (1964) and the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information collected will be used to process your request as identified on this form. Information may also be used by other University of Guelph officials to carry out their authorized academic and administrative responsibilities, and for other purposes as outlined in the Notice of Collection, Use and Disclosure in the applicable Undergraduate/Graduate Calendars. Should you have any questions concerning the collection of your personal information, you can contact the Office of Registrarial Services at (519) 824-4120 ext. 58731.