Office of Graduate Studies

NAME CHANGE REQUEST FORM

Students who wish to change their name used for official academic records are required to provide a piece of acceptable documentation (as outlined below) including photo identification reflecting the change request. Faxed copies or digital images of photo ID are acceptable documentation. The name will appear on all official academic records.

In these cases, the following documentation is acceptable:

- Marriage certificate
- Driverôs license
- Divorce papers/Divorce order/Certificate of divorce/Decree Nisi/Annulment certificate
- Notarized letter/Name Change Certificate
- Passport
- Death certificate of spouse
- Government-issued photo identification e.g. Citizenship Card

PLEASE PRINT

Name as CURRENTLY recorded at Trent University		
Last name	First name	Middle name(s)

New legal name as reflected in appropriate documentation		
Last name	First name	Middle name(s)

Student Number	Date
Signature	

Fax or mail this form to:
Trent University, Office of Graduate Studies,
1600 West Bank Drive, Peterborough, Ontario K9J 7B8
FAX: 705-748-1154

To maintain data integrity, name change requests will not be accepted through third parties.

The personal information on this form is collected under the authority of the Trent University Act, 1963. To view a complete Personal Information Collection Notice visit the Academic Calendar at:

http://www.trentu.ca/calendar/