Name Change

Name changes can be processed in person at the following locations:

- Minister of Religion
- Signing Officer of a Banking Institution
- Legal Professional (including a Police Officer)
- University Instructor
- Teacher or School Principal
- Medical Professional
- Professional Accountant or Engineer
- Mayor
- Postmaster
- Person occupying a Senior Administrative position at a University or Community College

One of the following original documents must be presented: a name change will not be recorded on your University record unless such documentation is provided.

- Legal Change of Name Certificate
- Passport
- Marriage Certificate
- Birth Certificate (when changing your name back to your birth name)

When requesting a change of name by mail, a copy marked “Certified True Copy” of the original documentation must be provided. A “Certified True Copy” is a photocopy of the original documentation attested to by a Guarantor. Note: your Guarantor’s position and original signature must appear on the photocopy of your documentation if you are presenting it as a “Certified True Copy”. Faxed copies are not acceptable. Your Guarantor cannot be a relative and must be one of the following:

- Minister of Religion
- Signing Officer of a Banking Institution
- Legal Professional (including a Police Officer)
- University Instructor
- Teacher or School Principal
- Medical Professional
- Professional Accountant or Engineer
- Mayor
- Postmaster
- Person occupying a Senior Administrative position at a University or Community College

The information requested on this form is collected under Section 14(4)(a) of the Employment Standards Code and Section 33c of Alberta’s Freedom of Information and Protection of Privacy Act, for the purpose of managing employee records, determining eligibility for university admission and/or the administration of academic programs and student services. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information about the collection and use of this information, contact Human Resources, 2-60 University Terrace, University of Alberta, (780) 492-4555 or the Registrar’s Office at (780) 492-3113.