



Q Centre Guide to Student Name Changes

If you are seeking to change your name as it appears on university records, there are two different ways to do so: by using a **preferred name**, or by updating your **legal/primary name**.

The University Registrar has created a [webpage](#) with instructions on how to update your personal information. The Q Centre recognizes that changing your name can be challenging or overwhelming and has compiled the information below to help make it as easy as possible.

Student personal information is governed by academic regulations of the university, section [B.16 Personal Information](#) of the University Calendar.

Please note that your preferred name and legal/primary name, and other information on your student record, is managed by the University, not the Students' Union. The Q Centre aims to maintain this guide as a resource for members of the queer community seeking to change their name, but the University's procedures or links provided in the guide may be updated without notice. For the most up-to-date information or assistance with updating your personal information, contact Enrolment Services at (403) 210-7625.

If you would like peer support while changing your name (or for anything else!) send us an email at qcentre@ucalgary.ca and the Q Centre Coordinators or our team of volunteers would be happy to help!

Changing Your Preferred Name

The University has produced [a guide document](#) for the process of updating your preferred name. Your preferred name can be updated through your Student Centre and does not require supporting documents. Please note that misuse of the preferred name may be reviewed by the Student Conduct office. Misuse includes frequent name changes, impersonating another individual or the use of offensive words.

Your preferred name is displayed on Zoom, Microsoft Teams, Office 365*, Student Centre, email/calendar*, computer labs and on class rosters.

*The preferred name changes your display name on these features, **not** your actual email address. To change your IT login information or UCalgary email, you will have to contact IT separately, 72 hours after your preferred name has been updated. See page 4 of this guide for more information.

A preferred name does **not** update your D2L display name, or your student record, which is your name used for transcripts, parchments, government student loans, other government funding bodies, RESP providers, tax receipts, potential employers, other universities, Citizenship & Immigration Canada, health insurance providers, and graduate school applications.

Changing Your Legal/Primary Name

You can also change your legal/primary name, which is used for a variety of official uses, such as legal or financial documents, transcripts, parchments, and more. Changing your legal/primary name on your student record requires acceptable supporting documents. A full list of acceptable documents is included on the [university's website](#) (e.g., birth certificate, name change certificate from Vital Statistics, etc.). Students can alternatively provide a [Change of Name Statutory Declaration form](#) to change their legal/primary name without making a legal name change.

The Change of Name Statutory Declaration form requires a signature from a Commissioner for Oaths. Access to a Commissioner of Oaths is available to students for free through Enrolment Services during regular business hours (or call ahead to make sure: (403) 210-7625), or through Student Legal Assistance (free for undergraduate students).

When you have a signed and completed Change of Name Statutory Declaration Form, you must submit a Service Request through your Student Centre. The University has produced a [guide document](#) to doing so. To change your legal/primary name, choose the 'Enrolment Services' request category, 'My Student Record' as your request type, 'Update Personal Information' as the request subtype.

As part of the Service Request, you will have to provide two forms:

- 1) the **Update Personal Information Form**, which can be accessed by clicking "Open Link":

The screenshot shows a web interface for submitting forms. At the top, there is a section titled 'Associated Forms' with a yellow header. Below this, a table lists forms. The first row is 'Update Personal Information Form', which has an 'Open Link' button highlighted with a red box and a 'Required' checkbox that is checked. Below the table, there is a note: 'Note: All required forms must be completed before the request can be submitted.' Underneath the note, there is a 'Comment' field with a rich text editor toolbar containing various icons for text formatting and editing. At the bottom of the interface, there is a 'File Attachments' section with a search bar and navigation controls. Below this, there is a table for 'Attached File' with columns for 'View' and 'Add Attachment'.

Service Request Form

Please "Save" often to remain active so that you will not lose your work. Once you have completed the form use "Complete Form" to validate and mark the form as complete. Questions marked with an "*" are required and must be filled in.

Once the Form is complete you will be returned to your Service Request.

Note: You must submit the Service Request for your form to be sent to staff to action.

If you are updating your legal/primary name on record, complete this section with your updated name

(Please attach an accepted document bearing your legal/preferred name when you submit your request)

First Name
(This field is limited to 254 characters.)

Middle Name
(This field is limited to 254 characters.)

Last Name
(This field is limited to 254 characters.)

If you are updating your date of birth on record, complete this section

(Please attach an accepted document bearing your correct date of birth when you submit your request)

Corrected Date of Birth

Page: 1 of 1 Previous Next Save Print **Complete Form**

- 2) Your accepted document with your new legal name (e.g., birth certificate, Name Change Certificate from Vital Statistics, etc.) or completed Change of Name Statutory Declaration (complete with signature from a Commissioner for Oaths), which can be uploaded by clicking "Add Attachment":

Attached File	View	Add Attachment
	View	Add Attachment

Then click "Submit"!

You will be able to monitor the status of your Service Request in your Student Centre. It should take approximately 3-5 business days to be processed. When the status changes to "Completed," please wait 72 hours for the change to be reflected. There are **three important things to note** after the completion of your Service Request to change your legal/primary name.

1) You must also ensure your preferred name is updated!

Your preferred name is separate from your legal/primary name and changing your legal/primary name does not automatically change your preferred name. Please see the above section on updating your preferred name for instructions, to ensure that both are updated and reflect your name properly.

If you do not have a preferred name listed on your student record, your legal/primary name will be used by default.

2) You must contact University IT separately to update your IT login information or UCalgary email!

Changing your legal/primary or preferred name does **not** automatically update this information. After the 72 hours have passed after your student record has been updated with your new preferred or legal/primary name, please [contact university IT](#) to request these details be updated.

3) You must contact the UNICARD office separately to obtain a new student ID card!

If you would like to obtain a new UNICARD / student ID card, please [contact the UNICARD office](#) after 72 hours have passed after your student record has been updated with your new preferred or legal/primary name.

If you run into any issues while changing your name, contact Enrolment Services for assistance at (403) 210-7625.

If you would like peer support during the process, or for any other reason, send us an email at qcentre@ucalgary.ca and our team will be happy to meet with you and help you as best we can!