

Notice of Collection of Personal Information

Your personal information is collected under the authority of the *University of Ottawa Act*, 1965, in accordance with the *Freedom of Information and Protection of Privacy Act of Ontario* and University Policy 90. The personal information you provide on this form will be used by the University for purposes consistent with the administration of University programs and activities, and the provision of services and performance of functions including recruitment, admission, enrolment, academic programs, evaluations, official document requests, financial aid and awards, assisting student associations and graduation. If you have questions about the collection, use and disclosure of your personal information, please contact InfoService at 613-562-5630 or infoservice@uOttawa.ca .

REQUEST FOR PRIMARY NAME CHANGE

Your primary name will appear on all official documents.

A request for name change must be supported by original documents or by certified or notarized copies. All documents written in a foreign language must be translated into French or English by a certified translator.

Please print, complete and submit this form in person to InfoService in Tabaret Hall (75 Laurier Avenue East, Room 129, Ottawa ON K1N 6N5).

PLEASE PRINT

STUDENT INFORMATION			
LAST NAME AND GIVEN NAMES PRIOR TO CHANGE			STUDENT NO.
NEW LAST NAME AND GIVEN NAMES			DATE OF BIRTH
			YEAR MONTH DAY
ADDRESS		CITY	
NO. AND STREET			
PROVINCE		POSTAL CODE	AREA CODE AND TEL. NO.

REASON FOR CHANGE			
All requests must be accompanied by two valid pieces of identification, one of which is photo identification. See list below.			
☐ NAME CHANGE BY MARRIAGE	☐ NAME CHANGE BY LAW	☐ RETURN TO MAIDEN NAME	☐ GIVEN NAME CHANGE

ACCEPTABLE IDENTIFICATION		
☐ CANADIAN OR FOREIGN PASSPORT	☐ BIRTH CERTIFICATE	☐ MUNICIPAL EMPLOYEE ID
☐ DRIVER'S LICENCE	☐ CANADIAN OR FOREIGN MARRIAGE CERTIFICATE, DIVORCE ORDER OR JUDGMENT	☐ SOCIAL INSURANCE NUMBER CARD
☐ PROVINCIAL HEALTH CARD	☐ PERMANENT RESIDENT CARD	☐ AFFIDAVIT
☐ CERTIFICATE OF INDIAN STATUS	☐ FEDERAL EMPLOYEE ID	☐ CERTIFICATE OR COURT ORDER ISSUED UNDER A PROVINCIAL CHANGE OF NAME ACT OR SIMILAR LEGISLATION
☐ CANADIAN CITIZENSHIP CERTIFICATE	☐ PROVINCIAL EMPLOYEE ID	

CONVOCATION	
To ensure that your name is changed before your diploma is printed, you must submit your request to InfoService before March 31 for Spring Convocation or September 15 for Fall Convocation.	
WILL YOU BE RECEIVING YOUR DIPLOMA AT THE NEXT CONVOCATION CEREMONY? ☐ YES ☐ NO	

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DATE

SIGNATURE (STUDENT)