



Registrar's Office
 1407 14 Avenue NW Calgary, AB T2N 4R3
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 registrar@auarts.ca

Chosen Name: First Name Change Form

This form will be completed by a student who requests that AUArts update their information to include their chosen first name. The University recognizes that some students prefer to be addressed by names other than their legal first names. For this reason, the University has a defined process so that a student can designate a chosen first name that may be used wherever possible.

To change your legal name, please complete a Legal Name: Name Change Form.

A form is not required to change gender on the student record. Contact the Registrar's Office for more information.

Student Information

Student ID:	Student LEGAL Last Name:	Student LEGAL First Name:	
Street / Box address:	City:	Province:	Postal code
Phone number:	Current AUArts email address:		

Chosen Name Information

CHOSEN First Name: _____

- I request that my student @AUArts email account, network access, library access, mosaic and Student ID card all be changed to reflect my chosen first name. _____ (initials)
- I am aware that, as a publicly funded institution, AuArts is required to maintain my legal name information, for government reporting purposes. _____ (initials)
- I acknowledge that all official transcripts will list my legal name, and that when I graduate, my parchment and other letters of recognition will also be issued in my legal name. _____ (initials)
- It will be my responsibility to connect with my instructors letting them know that I am using a chosen name, as the class roster lists all students' legal names at this time. _____ (initials)
- The university reserves the right to remove or deny, with or without notice, the use of a chosen name if it is used for inappropriate purposes including, but not limited to, misrepresentation, avoiding legal obligation, or the use of offensive or derogatory language.

Student's signature:	Date:
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Office Use Only

<input type="checkbox"/> Copy to Assistant Registrar	<input type="checkbox"/> Copy to CTS	<input type="checkbox"/> Copy to Library	<input type="checkbox"/> Copy to Security
<input type="checkbox"/> SPAIDEN update		RO Processed:	Date: