



Registrar's Office
 1407 14 Avenue NW Calgary, AB T2N 4R3
 Tel: 403.284.7634 Fax: 403.284.7644
 registrar@auarts.ca

Legal Name: Name Change Form

This form will be completed by a student who requests that AUArts update their Legal Name information. A legal name is the name used on official university documents and records such as:

- Confirmation of Enrolment
- Transcripts and Degree Parchments
- Graduation Letters

To change your preferred first name, please use the Chosen Name: First Name Change Form.

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

Student Information

Student ID:	Student PREVIOUS LEGAL Last Name:	Student PREVIOUS LEGAL First Name:	
	Student NEW LEGAL Last Name	Student NEW LEGAL First Name:	
Street / Box address:	City:	Province:	Postal code
CURRENT AUArts email address:		Alternative (personal) email address:	

Legal Name Information

To change your legal name, provide one of the following official documents:

- Birth certificate
- Change of name certificate
- Marriage certificate
- Passport
- Drivers license

Submit this form to Registrar's Office along with the required original documentation.

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: