



# OFFICIAL DOCUMENT PREFERRED NAME CHANGE REQUEST FORM

\*\*\*This form is for students wishing to change their official documents to show their preferred name. If you wish to just have your preferred name reflected on only Stu-view, Blackboard, Email, and in Microsoft Office applications and not on any official documentation please use the Stuvview Preferred Name Change option\*\*\*

This form must be submitted along with government photo I.D. This request will be held in a confidential manner. Please submit via email to [registration@georgebrown.ca](mailto:registration@georgebrown.ca)

GBC Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(DD/MM/YEAR)

Current Given Name (as it appears on College records): \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
Apt # - Street Number & Name

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### By completing this form you agree to the following:

- Changing your legal first name to your preferred first name. This form cannot be used to change your surname. **This form does not legally change your name but only changes your name on George Brown College records.**
- Changing your first name
- In addition to completing this form you must provide government issued photo ID that confirms your legal first and last name.
- Changing your first name on College records, for example on Stu-View, Blackboard and class lists.
- **Changing your first name on transcripts, confirmation of enrolments, financial records, credentials (certificates, diplomas, degrees) in addition to stuvview, blackboard, MS applications and your George brown email. (please initial here) X \_\_\_\_\_**
- The college will retain records of all given names as a part of the Office of the Registrar's records.
- External institutions including but not limited to OSAP, banks, RESP providers, potential employers, other educational institutions, passports, police records check (required for some courses and/or placements), Revenue Canada and health insurance providers may not accept or recognize the new preferred given name. **It's important to understand that inconsistency between the preferred name used by the College and the name used by external organizations may cause unexpected difficulty and it is solely your responsibility to resolve such discrepancies. (please initial here) X \_\_\_\_\_**

I have read and understood the information above and accept the terms of the change of my Given Name to my Preferred Name on George Brown College Records.

Preferred Name (first name only): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date/Term: \_\_\_\_\_

#### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the College including but not limited to, Admissions, Registration and maintaining records, as well as Awards and Scholarships; Alumni and College Foundation administrative functions and/or the Ministries or Agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39 (2) and section 42 of the Freedom of Information and Privacy Act of Ontario. If you have any questions or concerns related to Freedom of Information and Privacy please contact the FOI Coordinator for the College at 416-415-5000 ext.4646.