



PREFERRED NAME CHANGE REQUEST FORM

This form must be submitted in person along with government photo I.D. Please contact Debbie Cornwall at dcornwall@georgebrown.ca to set up an appointment to submit this form. This preferred name change request will be held in a confidential manner.

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 once only.
- 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 and credentials (certificate, diploma or degree). Once in effect, this is a onetime permanent change (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): _____

Check if you would like your email address to reflect your preferred name

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Authorized By: _____ Date: _____

- Photo Identification provided (attach copy of photo ID)
- Note in GWACCRA
- If required, contact IT to change student email address
- Provide letter to library to issue new student I.D. card

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.