

NAME CHANGE REQUEST

Complete this form to change the first/middle/last name on your Humber student record. The form must be emailed to namechange@humber.ca along with identification for a last name change request. The request will be held in confidence.

IMPORTANT: Domestic applicants must make name changes via OCAS (ontariocolleges.ca) to minimize application inconsistencies.

By completing this form, you agree to the following:

1. Humber will change my first, middle, and/or legal last name to my new first, middle, and/or legal last name. **This form does not legally change my name but will change my name as it appears in Humber's Student Information System records.**
2. My new name will be used on official transcripts, Confirmation of Enrolment/Graduation, and credentials (certificate, diploma or degree). I understand that my new name may not be reflected on all Humber databases.
3. Humber will retain records of all given names as part of the Student Information System records.
4. External institutions may not recognize or accept a name change for legal purposes. These institutions include, but may not be limited to: OSAP, financial institutions, RESP providers, potential employers, other educational institutions, police records check (required for some courses and/or placements), Revenue Canada, Citizenship and Immigration and health insurance providers. **It's important to understand that inconsistency between the preferred name used by Humber and the name used by external organizations may cause unexpected difficulty and it is solely your responsibility to resolve such discrepancies.**
5. Please note, if you have only **one legal name**, this name will appear in the last name field with a period (.) indicated in the first name field as per our system requirements. For credential purposes, your legal name will print on the credential without the period.

I have read and understood the information above and accept the terms of the name change request.

Humber Username: Date of Birth:
(e.g. N00000000) DD/MM/YYYY

Program: Term (e.g. Winter 2024):

Current Full Name in Humber Records:

I would like to change the following name(s) *Check all that apply:* First Name Middle Name Last Name

New First Name: New Middle Name:

New Last Name*:

***I am required to provide Government-Issued Photo ID to change my legal last name in Humber's Student Information System.**

Phone Number: Email Address:

Signature: Date:
MM/DD/YY

Humber is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). You may be also contacted by ministry- or college-authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Associate Vice President of Administrative Services, 205 Humber College Boulevard, Toronto, ON, M9W, 5L7, 416.675.6622. ext.5509.