

FIRST AND/OR MIDDLE NAME CHANGE REQUEST

Complete this form to change the first and/or middle name on your Humber student record. The form must be emailed to Humber Student Records (ERlakeshorerecords@humber.ca). Please ensure the subject line of the email states: Name Change Request. The request will be held in confidence.

IMPORTANT: DOMESTIC APPLICANTS MUST ALSO MAKE NAME CHANGES VIA OCAS (ONTARIOCOLLEGES.CA) TO MINIMIZE APPLICATION INCONSISTENCIES. INTERNATIONAL APPLICANTS MUST CONTACT HUMBER STUDENT RECORDS (ERLAKESHOREREORDS@HUMBER.CA) TO MAKE NAME CHANGES.

BY COMPLETING THIS FORM, YOU AGREE TO THE FOLLOWING:

- Humber will change my legal first and/or middle name to my new first and/or middle name. This form cannot be used to change your surname. This form does not legally change my name, but will change my name as it appears in Humber's Student Information System records.
- My new name will be used on transcripts, confirmation of enrolment/graduation and credentials (certificate, diploma or degree).
- Humber will retain records of all given names as part of the student information system records.
- 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.

☐ **I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE AND ACCEPT THE TERMS OF THIS FIRST/MIDDLE NAME CHANGE REQUEST.**

PLEASE EMAIL STUDENTPHOTOID@HUMBER.CA IF YOU REQUIRE A NEW **HUMBER PHOTO ID CARD** (ELIGIBLE FULL-TIME STUDENTS ONLY).

Humber Username: _____
(e.g. N00000000)

Date of Birth: _____
DD/MM/YYYY

Program: _____

Current Name in Humber Records: _____

New First Name: _____

New Middle Name: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

CONFIRMATION OF THE FIRST/MIDDLE NAME CHANGE REQUEST WILL BE COMMUNICATED TO THE E-MAIL ADDRESS PROVIDED ABOVE WITHIN 72 HOURS

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.