

## **Guidelines Concerning Changes of Student Personal Information on Official Student Academic Records**

1. Students who are registered and wish to change the name and/or the gender used by the University in their official academic record should consult the registrar's office of the college or faculty where they are enrolled. For a request to change their name or gender to be considered, students will be required to provide proof of identity that satisfies the University that they are the person whose records are the subject of the request.
2. The student should be asked to provide a letter or complete a form which clearly specifies the information on their official record and the change they wish to be made. The student should neither be asked nor expected to provide reasons for the requested change. The student should, however, be advised that future employers or other institutions may require legal proof that transcripts and diplomas are legitimately those of the person seeking to submit or rely on them.
3. The division is responsible for recording the requested changes in the University's electronic student record system, and for keeping the written request and supporting documentation in the student file, which is retained in accordance with the University's retention and destruction practices.
4. The name used on the transcript and diploma will be as it is recorded in the University's official student academic record. Alumni who wish diplomas to be reissued with a different name should follow the process described for current students.
5. In situations where the student is requesting to change their entire name, or where there have been prior instances of requests for changes from the student, or in any other circumstances the University deems appropriate, the University may request further documentation supporting the request including a statutory declaration from the student before agreeing to the request.
6. As a best practice, academic divisions and others in the University are encouraged to use first and last name without gender specific titles when addressing correspondence to students.