



Name Change Form

A name change may only be processed by completing this form and submitting the required documentation. Refer to the Student Personal Information page at currentstudents.yorku.ca/spi for the list of acceptable documentation.

If the name of a candidate/student changes after s/he has submitted an Application for Admission to York University, the name on the University's file (surname and/or given name) cannot be modified except when a request for a name change is completed.

If you wish your **correct name to appear on your diploma** and in the convocation program, name changes must be submitted to the Registrar's Office by **May 1** for the June convocation, **September 15** for the October convocation and **January 10** for the February convocation. If you submit a name change after these deadline dates, you will have to order and pay for a replacement copy of your diploma.

Are you expecting to graduate at the next convocation ceremony? No Yes

Are you a York alumnus/alumna? No Yes

Student Information (please print)	
Student Number	Home Faculty
Telephone	E-mail
What is your current name?	What is your name on documentation?
Surname currently on file	Surname on documentation
First Name currently on file	First Name on documentation
Middle Names (Second, Third, Fourth)	Middle Names on documentation (Second, Third, Fourth)
Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify) _____	Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify) _____

Student's Signature	Date (dd/mm/yy)
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Registrar's Office Use Only

Please check 2 pieces of identification the student presented:

Certificate of Birth (original/certified/notarized copy)

Court Name Change (original/certified/notarized copy)

Valid Driver's Licence

Valid Ontario Photo Card

Valid Passport

Valid Permanent Resident Card

Processed by RO Representative: Name: _____ Date: (dd/mm/yy) _____

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.