



NAME CHANGE REQUEST FORM

Student number: _____

Student's Legal Name: _____

Student's new name: _____

Legal documents: Yes No In progress

Student's signature: _____

Date: _____

Our internal systems will be updated to reflect your chosen name. This is the name that will appear on all internal documents and communications, including class lists, Omnivox, and your digital ID card. All legal documents issued to you by the college will remain in your legal name; that is, your official transcripts, your taxation documents, and your diploma. Should you ever have a legal name change, you can forward the documentation, and we will update your name accordingly. Currently, the system doesn't have any fields for pronouns, but you can always inform your professors of your choice of pronouns.

Return signed form to the Records Office in C-135

To be completed by the Registrar's office

Change made in Omnivox:

IT advised to make change in Office 365:

Student advised by MIO: Date: _____