

Personal Information Change Request Form

To begin a change of personal information request, the University of Toronto Scarborough requires one piece of valid government-issued photo identification in order to verify the academic record of the student making the request.

Only Canadian issued photo identification or a foreign passport will be accepted.

CURRENT Personal Information in ACORN

Student Number	Date of Birth (dd/mm/yyyy)
Surname	Given Name
Middle Name(s) or Middle Initial(s)	University of Toronto email address

NEW Personal Information to be changed in ACORN and all U of T Academic Records

Surname	Given Name
Middle Name(s) or Middle Initial(s)	Date of Birth (dd/mm/yyyy)

Gender (leave blank if you are not making a change of gender request)

- ☐ Male
☐ Female
☐ Another Gender Identity

Note: Gender is not disclosed on the official academic record and will be used internally for statistical purposes only

Are you expecting to graduate soon?

☐ June Convocation
Year _____

or

☐ November Convocation
Year _____

Note: If you are changing your name before convocation, name changes must be completed by mid-March for June ceremonies, mid-September for November ceremonies and late January for March in absentia conferrals. Your name as it appears on ACORN is the name that will appear on your diploma. If you are graduating and wish to have accents appear on your diploma, you must request this through the Office of Convocation website at www.convocation.utoronto.ca

Sign and Date

☐ Yes, I have read and understand the information provided on this form.

By signing below, you acknowledge that when any changes to your name are made, the new name will be used on your official academic record, transcript and diploma. If your name has been changed to something other than your formal legal name, future employers, licensing bodies, student loan issuers and other educational institutions may require legal proof that the transcripts and diplomas being used are legitimately yours. Your previous TCard must be surrendered to the TCard office. Please see page 2 of this form for more details.

Signature of Student

Date (dd/mm/yyyy)

FOR OFFICE USE ONLY

Processed by:

Date:

Documentation received:

Personal Information Change Request Form (continued)

The UTSC Registrar's Office is only able to process Change of Information Request Forms for UTSC undergraduate students. All other students must submit their request to the Registrar's Office of their faculty.

All students submitting a Change of Information Request Form must present 1 piece of valid (not expired) Canadian government issued photo ID, or a valid international passport to begin the process. Please note:

- Photo on Canadian photo ID cannot be more than 5 years old.
- OHIP cards CANNOT be accepted.
- No other documents accepted.
- Original documents must be presented at the Registrar's Office. Student photocopies are not accepted.
- Documents that are in a language other than English must have an official translation, with the seal and signature of the translator.

Type of Request:

- Change Gender
- Add, Change, or Remove a Given or Middle Name(s)
- Change Given Name / Middle Name and Surname **
- Change only Surname**
- Fourth Name Change Request Made to the Registrar's Office**
- Alumni Request for any changes to their name**
- Change Date of Birth**

** Additional documentation – see below

Acceptable Documentation (when required):

For Name Changes

- Provincial Change of Name Certificate
- Birth Certificate
- Canadian certificate of Indian Status
- Marriage Certificate / Divorce Certificate
- Court Order for Adoption
- Court Order for Proving a Name Change
- Completed Statutory Declaration Verified by a Notary Public
- Valid Government Issued Photo ID (Canadian only)
- Foreign passport

For Date of Birth Changes

- Birth certificate
- Official birth registration

Implications of Name Changes to a Name Other Than Your Legal Name

- It is the sole responsibility of the student to resolve or deal with issues resulting from a name change request submitted to the University of Toronto. Complications may arise with the verification of credentials and transcripts for job applications, student loans (OSAP/bank loans), taxes (T2202A), professional licensing bodies (law, dentistry, etc.), and applications to other educational institutions. To avoid these issues, we advise you to consider changing your change back to your formal legal name before graduation. You may do so by submitting the form below to the Registrar's Office prior to Convocation, by the [name change deadline](#).

Your University of Toronto Accounts

- You will need a new TCard (unless the request is just prior to graduation)
- UTORid will remain the same as it cannot be changed
- Your U of T email address can be changed at your discretion online at <https://www.utorid.utoronto.ca/cgi-bin/utorid/changeemail.pl>