



Change of Name or Gender Request Form

To begin a change of name and or gender request the University of Toronto requires one piece of **valid government-issued photo identification** (see pg. 2 for details) in order to validate the identity of the student making the request. Please complete **Section 1** of this form and submit it to your Faculty, College, or Campus registrar office.

Section 1: To be completed by STUDENT

CONFIRMATION OF INFORMATION currently recorded in U of T electronic student record system

| | | | |
|-------------------------------------|--------------------------|-----------------------------|--|
| Surname | | Given Name(s) | |
| Middle Name(s) or Middle Initial(s) | Date of Birth (dd/mm/yy) | Faculty, College, or Campus | |
| Student Number | | University of Toronto Email | |

NEW Name/Gender Requested

| | | |
|--|---------------|----------------|
| Surname | Given Name(s) | Middle Name(s) |
| Gender (leave blank if you are not making a change of gender request) | | |
| <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Another Gender Identity | | |
| Note: Gender is not disclosed on the official academic record and will be used internally for statistical purposes only. | | |

Graduation Status

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|--|
| <p>Please check one of the following Graduation Statuses:</p> <input type="checkbox"/> I expect to graduate within 3 months of completing this form |
| <input type="checkbox"/> I will not be graduating this year |
| <input type="checkbox"/> I already have a diploma from the University of Toronto and will be requesting a replacement diploma |

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 absentia conferrals. Your name as it appears on Student Web Services (ACORN/ROSI) is the name that will appear on your diploma.

Sign and Date

| | | |
|---|---|-----------------|
| I have read and understand the information provided on this form. <input type="checkbox"/> Yes <input type="checkbox"/> No | 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 (e.g., preferred 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/yy) |

Section 2: To be completed by University of Toronto STAFF

| | | |
|--|----------------------------------|--|
| Proof of Identity Confirmed <input type="checkbox"/> Yes <input type="checkbox"/> No | Type of Identification Presented | Supporting Documentation (if applicable) |
| Processed by | Signature of Staff | Date (dd/mm/yy) |

You may use this form to make one of the following changes in your official academic record:

- Correct a mistake in your name
- Add, remove, or change middle name(s) or middle initial(s)
- Change your name to something different from your formal legal name (i.e., preferred name)
- Change your name prior to graduation
- Change your name on an existing diploma or certificate (requires supporting documentation)
- Change your gender

Note: To add missing accents or characters to your name before graduation (e.g., Adèle) please visit the Office of Convocation. For more information please visit: <http://www.convocation.utoronto.ca/your-diploma/name-on-diploma>

For more information about the resources available to Trans people please contact the Sexual & Gender Diversity Office (sgdo@utoronto.ca or 416-946-5624).

Changing your name to something different than your formal legal name?

It is important to know that ANY changes to your name will be reflected on your official academic record, transcripts, certificates, and diploma. Changing your name to something other than your formal legal name may result in complications with the verification of your credentials and transcripts for things like job applications, student loans (OSAP/Bank Loans), taxes (T2202A), professional licensing bodies (e.g., engineering, medicine, law, dentistry, architecture), and applications to other educational institutions (e.g., graduate school applications, universities transfers). **It is the sole responsibility of the student or graduate to resolve or deal with issues resulting from a name change.**

Students who wish to avoid some of the problems discussed above might consider changing their name back to their formal legal name before graduation. You may do so by submitting this form to your Faculty, College, or Campus registrar office before the deadline for name changes prior to convocation. For more information about name change deadlines prior to convocation please visit the Office of Convocation website: <http://www.convocation.utoronto.ca/>.

TCard Issuance

Your TCard must match your current active name in ROSI. Valid government-issued photo identification matching a current or previous registered name in ROSI must be presented when you visit the TCard office to obtain a replacement card. Your previous TCard must be surrendered in order to avoid replacement fees. Please see the TCard Terms and Conditions for more information: <http://tcard.utoronto.ca/>

UTORid

UTORids cannot be changed even after you have changed your name on the official academic record. Please visit the Information Commons Help Desk for more information: <http://help.ic.utoronto.ca/>

Email Address

If you wish to change your individual email address after you have changed your name you may do so by visiting the UTORid Change your email address website: <https://www.utorid.utoronto.ca/cgi-bin/utorid/changeemail.pl>

Valid Identification

The following is a list of identity documents the University accepts: Passport, Canadian Driver's License, Provincial Photo Card, Nexus card (belonging to a Canadian Citizen), Certificate of Indian Status, Canadian Permanent Resident Card, and the Canadian Armed Forces Identification Card. Please note, your photo ID must be currently valid (i.e., not expired), match the name on the University's record system, and contain a photo no more than 5 years old.

The University of Toronto respects your privacy.

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of *the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended*. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.