

Purpose of this Form

This form is used by students who have legally changed their name and wish to update their student record at Northern College. A legal name change will update your name on all eligible College records and future official documents, subject to verification of supporting documentation. Please Note: Documents previously issued by the College under your former legal name cannot be reissued unless permitted under College policy.

Student Information

Previous Legal Name: _____

New Legal Name: _____

Student Number: _____

Date of Birth: _____

Program: _____

Supporting Documentation

Please submit **one (1)** government-issued document showing your new legal name **or** one of the following legal documents.

- ☐ Certificate of Name Change
- ☐ Marriage Certificate
- ☐ Divorce Certificate/Order
- ☐ Provincial Change of Name Certificate
- ☐ Canadian Passport
- ☐ Driver's Licence
- ☐ Provincial Photo Card
- ☐ Permanent Resident Card
- ☐ Canadian Citizenship Certificate
- ☐ Other: _____

Student Authorization

I request that Northern College update my student record to reflect my new legal name in approved systems and communications.

Student Signature: _____ **Date:** _____

Submit completed form to: registrar@northern.on.ca

For Office Use Only – Student Services

☐ YES – Request to change students college email address sent to Track-it Help desk.
Entered By (Staff Name):
Signature:
Date Entered: