

## Personal Information Change Form

### INSTRUCTIONS

Students and alumni are required to present valid photo identification to verify their identity prior to a name change. Additionally, approved legal documentation to support the name change must be provided by alumni and students requesting a change to their last name.

### CONFIRMATION OF CURRENT INFORMATION IN ACORN

<b>Student ID</b>	<b>Last Name</b>	
<b>Date of Birth</b> (YYYY/MM/DD)	<b>First Name(s)</b>	<b>Middle Name(s)</b>

### NEW INFORMATION REQUESTED

<b>Date of Birth</b> (YYYY/MM/DD)	<b>Last Name</b>	
<b>First Name(s)</b>		<b>Middle Name(s)</b>

### GRADUATION STATUS

Do you intend to graduate at the next convocation ceremony?

Yes

No

Already graduated

Note: If you are changing your name before convocation, name changes must be completed by mid-March for Spring ceremonies, mid-September for Fall ceremonies. 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](http://www.convocation.utoronto.ca).

### GENDER SELECTION

Please select one only if there is a change:

Man

Woman

Transgender Man

Transgender Woman

Transgender Person

Two-Spirit

Genderqueer/Nonbinary

An identity not listed

Prefer not to answer

### VALID PHOTO IDENTIFICATION

Your photo ID must be currently valid, match the name on the University's record system, and contain a photo no more than 5 years old. Please select the valid (unexpired) identification presented:

Passport (Canadian or International)

Canadian Driver's Licence

Canadian Provincial Photo Card

Canadian Nexus Card

Canadian Permanent Resident Card

Certificate of Indian Status issued by the Government of Canada

Canadian Armed Forces Identification Card

### CHANGE OF NAME DOCUMENTS

This is required for all alumni and students requesting a change to their last name. Select the approved change of name document:

Name Change Certificate from an approved government agency

Birth Certificate

Government issued Marriage Certificate, Divorce Decree or Court issued Separation Document

Citizenship Card issued by an approved government agency

Permanent Resident Card

Passport (Canadian or International)

By signing, 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.

<b>Signature of Student/Alum</b>	<b>Date</b> (YYYY/MM/DD)
----------------------------------	--------------------------

You may use the Personal Information Change Form to make one of the following changes in your official academic record:

- Correct a mistake in your name
- Change your first name and/or middle name to something different from your formal legal name prior to graduation
- Change your last name prior to graduation (requires supporting documentation)
- 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), or to remove a period after an initial in your name, please visit the Office of Convocation website and complete the Diploma Name Form: <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 preferred name**

Students can add and/or update their preferred name on university systems (e.g., Quercus, UTmail+) at any time by visiting <https://my.auth.utoronto.ca>

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

It is important to know that changes to your name will be reflected on your official academic record, transcripts, certificates, and diploma. Changing your name to something other than your legal name may result in complications with the verification of your credentials and transcripts for processes such as 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).

Students who wish to avoid some of these challenges may consider changing their name back to their formal legal name prior to convocation. You may do so by submitting this form to UTM AskRegistrar ([http://uoft.service-now.com/utm\\_askregistrar](http://uoft.service-now.com/utm_askregistrar)) by the name change deadline listed on our website at <https://www.utm.utoronto.ca/registrar/graduation/checklist>.

### **TCard issuance**

Your TCard must match your current active name on ACORN. Valid government-issued photo identification matching a current or previous registered name in ACORN 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>.

### **Freedom of Information and Protection of Privacy Act**

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](http://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.