



University of Victoria

Office of the Registrar  
Division of Student Affairs  
University of Victoria  
PO Box 3025 STN CSC  
Victoria BC V8W 3P2 Canada

Questions?  
250-721-8121 (Undergraduate Students)  
250-472-4657 (Graduate Students)

# Personal Information Change Form

Graduate Student (Faculty of Graduate Studies)  
 Undergraduate Student  
Faculty \_\_\_\_\_

Student Number

Date of birth

(Circle) M or F  
 change to:  
(Circle) M of F

## 1. Legal Name and/or Gender Change

- This will update your legal name as it appears on your UVic student record, official transcript and degree parchment.
  - We regret that accents appearing in your legal name cannot be recorded on your student record or *official transcript*, however, most accents can be replicated on the *degree parchment* – include accents on your [Application for Graduation](#).
- I am requesting a change to the name on my student record and official transcript.  
 I expect to graduate at the next convocation (submit this form prior to, or along with your Application for Graduation).

Current legal name:	First	Middle	Last
	Previous name(s):	First	Middle
	First	Middle	Last

### Acceptable supporting documentation is required. Provide a copy of one of the following:

- Birth certificate       Certificate of change of name       Driver's licence  
 Marriage certificate       Passport or immigration document (e.g. Permanent Resident or Canadian citizenship card)

## 2. Preferred First Name

- Your preferred first name will be displayed on your student record, class lists and some university communications.

Preferred First Name

## 3. Contact Information

- You are encouraged to update your contact information by logging into the UVic portal using your NetLink ID and password at [www.uvic.ca/mypage](http://www.uvic.ca/mypage). Use this form to update your contact information *only* if you are not able to access the portal.

My mailing address has already changed or  My mailing address will change on \_\_\_\_\_ (DD/MM/YYYY)

Street Line 1	Postal Code or ZIP
Street Line 2	Country
Street Line 3	Telephone #
City	Mobile Phone #
Province or State	Email Address

Student's Signature (hand-written)

Current Date

### ➔ Sign this form (by hand) and return it using of the methods below. Remember to include supporting documentation (if applicable).

**In person:**  
Office of the Registrar  
Main floor, University Centre, A Wing

**By Mail:**  
Office of the Registrar  
University of Victoria  
PO Box 3025 STN CSC  
Victoria BC V8W 3P2  
Canada

**By Fax:**  
250-721-6225

**By Email:**  
Undergraduate Students [studentsupport@uvic.ca](mailto:studentsupport@uvic.ca)  
Graduate Students [garo@uvic.ca](mailto:garo@uvic.ca)

Office use only

Date Received

Date input

Processed by