



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. 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 reghelp@uvic.ca
Graduate Students garo@uvic.ca

Office use only

Date Received

Date input

Processed by