



## Change First Name and and Gender Form

### Instructions

Complete Section 1 of this form and submit it to your Faculty, College, or Campus Registrar's Office. Students are required to provide proof of identity that satisfies the University that they are the person whose records are the subject of the request (e.g., government-issued photo ID). See page 2 for more information.

### Section 1: To be completed by STUDENT

#### CONFIRMATION OF CURRENT INFORMATION

Student Number		
Surname	First Name(s)	Middle Name(s)

#### NEW NAME REQUESTED

First Name(s)	Middle Name(s) (if applicable)	Remove Middle Name
---------------	--------------------------------	--------------------

#### GRADUATION STATUS

Please check one of the following Graduation Statuses:

- I expect to graduate within 3 months of completing this form
- I will not be graduating this year
- 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/Quercus) is the name that will appear on your diploma.*

#### GENDER SELECTION

Please check one of the following Gender Identities:

- Man
- Woman
- Transgender Man
- Transgender Woman
- Transgender Person
- Two-Spirit
- Genderqueer/Nonbinary
- An identity not listed: \_\_\_\_\_
- Prefer not to answer

#### SIGN AND DATE

Signature of Student	Date (mm/dd/yyyy)
----------------------	-------------------

*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. Please see page 2 for more details.*

### Section 2: To be completed by University of Toronto STAFF

Staff Name	Signature of Staff	Date (mm/dd/yyyy)
------------	--------------------	-------------------

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

- Correct a mistake in your name
- Change your name to something different from your formal legal name (e.g., Chosen Name)
- Change your gender
- Add, remove, or change middle name(s) or middle initial(s)
- Change your first name and/or middle name prior to graduation
- Change your first name and/or middle name for the purpose of degree re-issuance

**Note:** To add missing accents or characters to your name before graduation (e.g., Adèle) please visit the Office of Convocation: <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).

**Valid Identification**

To protect a student's identity, students will be asked to provide supporting documentation to confirm they are the person whose record is subject of the request.

Legal name change documentation is not required.

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 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.

**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 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>

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. For more information: <https://www.utoronto.ca/privacy>