



NAME CHANGE FORM

Documentation must be provided in order to have a name change processed on your student record. One of the following original documents can be presented:

- Legal Change of Name Certificate
- Driver's License
- Marriage Certificate
- Passport
- Birth Certificate

Your Guarantor cannot be a relative and must be one of the following:

- Teacher or School Principal
- Signing Officer of a Banking Institution
- Postmaster
- Medical Professional
- Mayor
- Minister of Religion
- Legal Professional (including a Police Officer)
- Professional Accountant or Engineer
- University Instructor
- Person occupying a Senior Administrative position at a University or Community College

When requesting a name change online or by mail, a "Certified True Copy" of the original document must be provided. A "Certified True Copy" is a photocopy of the original documentation attested to by a Guarantor. Note: your Guarantor's position and original signature must appear on the photocopy of your documentation if you are presenting it as a "Certified True Copy".

Faxed or e-mailed copies are not acceptable.

Important note: only current ID will be recognized as valid; expired ID will not be accepted.

PLEASE PRINT CLEARLY (All fields are mandatory)

Date:	Student ID Number:	Date of Birth (MM/DD/YYYY):

Identifying Information – You must provide your full legal name.

Current Surname:	First Name and Middle Name(s)

Change Name to – Full legal name.

Surname:	First Name and Middle Name(s)

Signature Former Name: _____ Date: _____

Signature New Name: _____ Date: _____
(MM/DD/YY)

HOW TO SUBMIT

Student: Please submit this request form and the required proof of change documentation to [NAIT's secure upload site](#).

OFFICE USE ONLY

Received by the Office of the Registrar on date: _____

Documentation provided: _____

Name change processed by: _____ Initials: _____ Date: _____