



## STUDENT PROTECTED INFORMATION CHANGE REQUEST FORM

This form is for students submitting documentation to have sensitive or protected information, such as citizenship status or Social Insurance Number, processed and updated on their student record.

If you wish to have a name change processed on your student record, please submit a [Student Name Change Form](#).

**Note:** if you are [submitting documents](#) to support your NAIT application, please upload your documentation directly to your [MyNAIT portal](#).

<b>Student Name: (Last, First)</b>	<b>Student ID Number:</b>	<b>Program:</b>
<b>Phone Number:</b>	<b>Email:</b>	

### Document to be changed (select one):

- Social Insurance Number (SIN)
  Other:
- Date of Birth
- Citizenship

--

<b>Current information on file:</b>	<b>Change information to:</b>

### Proof of Change Documentation:

Based on what you have selected above, please submit a clear, coloured photocopy, or photo, or scan of:

	Required proof of change documentation
Social Insurance Number (SIN)	Your Social Insurance Number card or Letter (SIN Confirmation)
Date of Birth	Government issued ID such as driver's license, passport, birth certificate, proof of citizenship, permanent residency card, etc.
Citizenship	Proof of Citizenship such as citizenship certificate, citizenship card, notice of decision, permanent residency card, etc.

### HOW TO SUBMIT

**Student:** Please submit this request form and the required proof of change documentation via the [Student Service Centre contact form](#). Select the **"Protected Forms - RO Records"** tile to submit. Do not submit your sensitive or protected documents through any other channels or contact form options.