NAIT OFFICE OF THE REGISTRAR

APPLICANT NAME HISTORY FORM

Applicants: If you applied to NAIT with a different name from the name listed on your official educational documents or transcripts, you must complete this form and provide the necessary proof so NAIT can verify your documents and evaluate your application.

Proof: One of the following original documents can be included with your form submission:

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

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". Only <u>current</u> ID will be recognized as valid; expired ID will not be accepted.

Please complete all fields below:

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

Name listed on your NAIT application: This is the name you used when applying to NAIT

Last Name:	First Name and Middle Name(s)

Name history: Please identity your former name(s). These are the names that appear on your official documents (e.g., transcripts, educational documents, etc.)

Former Surname:	First Name and Middle Name(s)

Signature:_____ **Date**: _____
(MM/DD/YY)

HOW TO SUBMIT

Applicant: Please submit this request form <u>and</u> 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.

OFFICE USE ONLY
Received by the Office of the Registrar on date:_____
Documentation provided: _____
Name change processed by: Initials: _____   Date: _____