



Policy Number:	SS-3207-2017
Policy Title:	Change of Name for Students Policy
Policy Owner:	Registrar
Effective Date:	January 18, 2017
Last Revised:	November 16, 2020

1. Purpose

This policy outlines the process for students and former students to change their name in College records and to ensure appropriate processes are in place to maintain the integrity of College records.

2. Application and Scope

This policy applies to all students and former students requesting a legal or preferred name change on College records. This policy excludes legal or preferred names as they appear on third party records (OSAP, OCAS, benefits etc.) as it is the individual's responsibility to engage the appropriate name change process for the respective institution.

Where a current or former student requests a preferred name change, records which require the use of legal names only are excluded and cannot be changed (i.e. federal and provincial medical documentation).

3. Definitions

"Legal Name" for Canadian citizens, is the name an individual is registered under in a province, typically the name assigned at birth. For non-Canadian citizens, the legal name is the name registered in Canada and taken from their immigration documents and passport.

"Name" is a word or combination of words by which a person is designated, called or known.

"Ontario Student Assistance Program (OSAP)" is the Ministry of Advanced Education and Skills Development's program offering financial support to students by a mix of grants and loans.

"Preferred Name" is a name that you commonly use that is different from your legal name.

There are two Preferred Name Changes available for students:

“Preferred Name” reflects the first name that you would like to appear on the Class List used by Faculty.

“Recognized Name” reflects the names (first, middle and/or last) that you would like have included on your Mohawk College student record.

“Requestor” includes a current or former Mohawk College student.

“Social Insurance Number (SIN)” is a Service Canada issued nine-digit number required to work in Canada or have access to government programs and benefits.

“Student Record” means a collection of personal information that is organized and capable of being retrieved using a student’s name or student number.

4. Principles

The College is committed to maintaining the integrity of its student and former student records. Good governance of College records necessitates a protocol be followed when altering a person’s name.

The College acknowledges that a student’s preferred name should be used whenever possible to ensure a supportive, healthy and welcoming environment.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team.

5.2 Compliance

The Registrar is responsible for monitoring the effectiveness of this policy and revising this policy according to an established schedule or more frequently in response to feedback from the College Community.

6. Rules

Students and former students may request a legal or preferred name change as it appears on applicable College records. The College will provide guidance and support throughout the name change process.

The College will retain a record of all first, middle and last names as part of the individual's record. The information will be stored in a secure location with limited access to protect the privacy of the student.

In cases where a preferred name change is completed, transcripts, credentials and any tax forms will be printed with a student's legal name.

6.1 Legal Name Change

6.1.1 Student and Former Student Requests

Current and former students requesting a legal name change must complete and sign the 'Student Legal Name Change Form (Appendix B)'. Government issued identification using the new legal name (driver's license, passport, marriage certificate, etc.) must be submitted with the completed form in person at the Square at any College campus, to initiate changes to College records. The Registrar's Office will update the student information system accordingly.

If the requestor is unable to submit the documentation in person, they can mail their 'Student Legal Name Change Request Form' with a certified copy of their name change that has been attested by a Guarantor to the Registrar's Office.

Guarantors include those who are acceptable Guarantors for obtaining or renewing a Canadian passport.

The Ontario Student Assistance Program (OSAP) may require additional information for the College to update a student's OSAP application. A government issued document reflecting new name and Social Insurance Number (SIN); copy of marriage certificate; police check; or, copy of Change of Name certificate issued by the province where the legal name change was processed may be required.

6.2 Student Preferred Name Change

Current and former students requesting a preferred name change have two options.

1. Students requesting a preferred name to be used in the classroom can request their preferred name to be added to their student record by notifying staff in the Square at their campus. Their preferred name will be on class lists only. Their legal name will be used in our Student Information System for email, ID card, portal access, transcripts and credentials.

2. Students requesting their preferred name to be used by the College, beyond the classroom, must complete and sign the 'Student Recognized Name Change Request Form (Appendix C)'. This form applies to first, middle and last names. Documentation received from the individual will be stored in a secure location with restricted access to protect the privacy and rights of the requestor.

Requestors will meet with a member of the Registrar's Office. They will be provided with information and clarity on how to change their first, middle and/or last names, and offered support in completing the process of using their preferred name in College records.

The College will update the appropriate College records to reflect the preferred first, middle and/or last names. Such records include: mailing address, email address, One Card, portal and learning platform. Transcripts, credentials and any tax forms will be generated in the student's legal name.

External institutions may not recognize or accept a preferred first, middle or last name for legal purposes. The institutions include, but are not limited to OSAP, banks, Registered Education Savings Plan (RESP) providers, passport offices, potential work placements and employers, educational institutions, licensing bodies, Canada Revenue Agency, health insurance providers and police.

Current and former students are responsible for resolving first, middle and last name discrepancies with external institutions according to their procedures.

7. Policy Revision Date

7.1 Revision Date

November 2025

7.2 Responsibility

The Registrar's Office is responsible for ensuring that records of students and former students are maintained and modified in accordance with this policy.

Information Technology is responsible for developing and implementing the workflow and process for name changes to be captured in our systems and previous names to be kept for historical purposes. The information will be stored in a secure location with limited access to protect the privacy of the student.

The College will make responsible efforts to update and maintain confidentiality when a preferred or legal name change is completed. The College acknowledges that there is the possibility with system upgrades or changes, additional OCAS applications or other changes to a student record, that a student's initial or legal name may be visible to those outside of the Registrar's Office.

The Registrar is responsible for reviewing this policy every five years or earlier when required.

8. Attachments

Appendix A – Student Name Change Procedures
Appendix B – Student Legal Name Change Form
Appendix C – Student Recognized Name Change Form

9. Specific Links

GC-4301-1982 Student Human Rights Policy
SS-3106-1978 Access to Student Records Policy
[Criminal Code, RSC 1985](#)
[Ontario Human Rights Code](#)
[Change of Name Act, R.S.O. 1990](#)



Appendix A Student Name Change Procedures

P1. Student self identifies to College staff and is directed to The Square.

P2. Staff in the Square ask if the student wants to change their Legal Name or their Preferred Name in College records.

- Legal Name change requests are processed by front-line staff in The Square
- Preferred Name change requests are processed by a designated Coach in The Square

Legal Name Change for Students

P4. The Square front-line staff explain the process for a student to change their Legal Name. The student is provided with the Student Legal Name Change Form to complete and provide appropriate documentation.

P5. Documentation is verified by staff before the staff member updates the student information system with the new Legal Name. Information Technology is contacted to change the student's email address if requested.

P6. Documentation provided by the student is scanned and securely stored.

P7. Student is advised to visit the ONE Card office for a new identification card.

Preferred Name Change for Students

P8. The Square front-line staff asks the student if they want their preferred name used in the classroom only. If yes, staff will add the preferred name in Banner.

P9. Students wanting their preferred name used beyond the classroom will be asked to book an appointment with a Coach to review information and receive clarity on the process of using their preferred name at the College. Appointments can also be booked through an email to ask@mohawkcollege.ca.

P10. Coach meets with the student and explains details on the Student Recognized Name Change Request Form highlighting:

- options for updating College records related to student information system, email, identification card, portal and learning platform. Transcripts, credentials and tax forms will be issued in the student's legal name;
- how to change name prior to Convocation ceremony by reviewing the Application to Graduate process (to update name in Convocation book);
- updates through the OCAS website should be avoided as it will automatically change Mohawk information back to legal name;
- external institutions may not recognize or accept preferred names for legal purposes;
- inconsistency between preferred names used by the College and the names used by external organizations may cause unexpected difficulty;
- that it will be the student's responsibility to resolve discrepancies;
- the individual releases the College from all claims that may result from changing their given first, middle and/or last names to reflect their preferred names after signing the waiver; and
- that the College will take every responsible effort to ensure that all data is updated and confidentiality maintained when a preferred or legal name change is completed. The College acknowledges that there is the possibility with system upgrades, additional OCAS applications, etc., that a student's initial or legal name may be visible to those outside of the Registrar's Office.

P11. Following the student initialing and signing off on the Student Recognized Name Change Request Form and providing government issued photo identification with the name as it currently appears in the College records, the Coach will:

- sign the form and indicate the effective date for the change;
- scan a copy of the student's request form and government issued photo identification, and save the documents in a restricted access folder;
- contact Information Technology to change the student information based on the signed form;
- provide the student with a letter for the ONE Card office to issue a new identification card; and,
- send email notification to the student's faculty if the name change is made after classes have started in the semester and advise the faculty to update the name on their Excel files for importing grades.



STUDENT LEGAL NAME CHANGE REQUEST FORM

Requests must be submitted with government issued photo ID confirming your legal name.*

SECTION A – CURRENT INFORMATION as it appears on Mohawk’s records

ID #:	DATE OF BIRTH: You must be over 18 years of age, or have parental consent, to change your name.	
LAST NAME:		
FIRST NAME:	MIDDLE NAME(s):	

Student’s Signature:	Date:
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SECTION B – CHANGE OF LEGAL NAME

LAST NAME:	
FIRST NAME:	MIDDLE NAME(s):
GENDER (Optional):	PREFIX (Optional):

I would like Mohawk College to update my email address with my new legal name, Yes No

Student Signature:

I acknowledge that Mohawk College will update all records with my new legal name; specifically, transcript, credential, T2202, student information system, ID Card, portal and learning platform.

Yes No Student Signature:

NOTE: Name change requests must be accompanied by government issued identification/documentation.

*Legal Name Change requests sent by email, fax or mail must include a certified copy that has been attested by a Guarantor. Guarantors include those who are acceptable Guarantors for obtaining or renewing a Canadian passport.

Updates to address and phone numbers can be done through Self-Service on MyMohawk.

FOR OFFICE USE ONLY:

Staff Signature:	Type of documentation provided:	Date:
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The Square at Fennell, IAHS, or Stoney Creek Campus
 Mailing Address: Mohawk College, 135 Fennell Ave. West, Hamilton, ON, L9C 0E5
 Phone 1-844-767-6871



STUDENT RECOGNIZED NAME CHANGE REQUEST FORM

Requests must be submitted in person to The Square with government issued photo ID matching your name as it currently appears in Mohawk's records.

SECTION A – CURRENT INFORMATION as it appears on Mohawk's records		
ID #:	DATE OF BIRTH: You must be over 18 years of age, or have parental consent, to change your name.*	
LAST NAME:		
FIRST NAME:	MIDDLE NAME(s):	
Alternative email address		
SECTION B – RECOGNIZED FIRST, MIDDLE AND LAST NAMES		
PREFERRED FIRST NAME:	PREFERRED MIDDLE NAME(s):	PREFERRED LAST NAME:
GENDER (Optional):	PREFIX (Optional):	
I authorize Mohawk College to update all records with my preferred name(s), i.e. student information system, email, ID card, portal, learning platform: <input type="radio"/> Yes <input type="radio"/> No Initial _____ 		
I agree that Mohawk College will produce my transcript, credential and T2202 in my legal name. <input type="radio"/> Yes <input type="radio"/> No Initial _____ 		
<p>External institutions may not recognize or accept preferred names for legal purposes. These institutions include, but may not be limited to: OSAP, banks, RESP providers, passport offices, potential work placements and employers, educational institutions, licensing bodies, Revenue Canada, health insurance providers and police (required for some courses and/or placements).</p> <p>I understand that inconsistency between the preferred names used by Mohawk College and the names used by external organizations may cause unexpected difficulty and it is solely my responsibility to resolve such discrepancies. I also understand that the College will make reasonable efforts to update and maintain confidentiality when a preferred or legal name change is completed. The College acknowledges that there is the possibility with system upgrades, additional OCAS applications, etc., that a student's initial or legal name may be visible to those outside of the Registrar's Office.</p> <p style="text-align: right;">Initial _____</p>		

NOTE:

- This form does not legally change your name(s), but will change your name(s) in Mohawk College records. To change your legal name, a 'Legal Name Change Request Form' must be completed. Government issued photo ID with your new name(s) is required.
- The College will retain records of all given names as a part of the Registrar Office's records.

I have read, understood and accept the terms indicated on this request with respect to the use of my preferred first, middle and last names and I hereby agree as follows:

▶ **TO WAIVE ANY AND ALL CLAIMS** that I have, or may in the future have, against Mohawk College and its management, employees, students, agents and representatives (all of whom are hereinafter collectively referred to as "The Releasers") as a result of the change of my given first and middle names;

▶ **TO HOLD HARMLESS AND INDEMNIFY THE RELEASERS** from any and all liability for any claims by any third party, resulting from the change of my given name(s);

▶ **THIS AGREEMENT SHALL** be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity;

I acknowledge that I am 18 years old or, if under 18 years old, I have obtained parental consent and attach the parental consent form. *Exceptions may apply.

I have read and accept the terms of the change of my Given Name(s) and/or Legal Name(s) to my Recognized Name(s) at Mohawk.

STUDENT'S SIGNATURE: (to be witnessed by staff member)	DATE:
WITNESS' SIGNATURE:	DATE:

This form must be fully completed and signed before Mohawk can proceed with your request.

Mohawk College is committed to respecting your privacy and protecting your personal information. In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduation rate, graduate employment, graduate satisfaction and employer satisfaction). Students may also be contacted by ministry or college authorized third parties for your voluntary participation in surveys to evaluate student and graduate experience and outcomes. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the General Counsel and Corporate Secretary, 135 Fennell Avenue West, Hamilton, ON, L9C 0E5, 905-575-1212 ext. 2189.

FOR OFFICE USE ONLY:	
<input type="checkbox"/> Attach copy of photo identification provided <input type="checkbox"/> Update Banner table <input type="checkbox"/> Contact I.T. to change mail address; portal, learning platform, etc. <input type="checkbox"/> Provide letter for new I.D. card to be issued <input type="checkbox"/> Send email notifications to student's faculty if semester classes have started Effective Date and Term for name(s) change:	Staff Signature: _____ _____ Date: