

STUDENT CHANGE OF INFORMATION

Last Name	First Name	Student ID
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CHANGE OF PERMANENT ADDRESS

Address		Effective Date
City/Town	Province	Postal Code
Phone	Phone 2	Email
If you have submitted your graduation application, would you like your parchment mailing address to be updated:	Yes	No N/A

CHANGE OF LOCAL ADDRESS

Address		Effective Date
City/Town	Province	Postal Code
Phone	Phone 2	Email

CHANGE OF NAME DECLARATION (CHANGE OF NAME WILL BE RETAINED AS A PERMANENT RECORD ON STUDENT FILE)

Note: For change of name, the student must provide the Registrar's office with one of the following official Government-issued identification:

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|--|----------------------------|
| Birth Certificate | Marriage Certificate |
| Driver's License | Official Legal Name Change |
| Divorce Decree | Passport |
| Government issued Citizenship Document | Provincial ID Card |

Only current ID will be recognized as valid. Expired ID will not be accepted for a name change. The Registrar's Office staff member shall verify ID and record the applicable number on the form. Certified True Copies or originals will be accepted.

I, _____ declare that I have officially changed my name from the above to _____ and request that the name on my academic record be amended to reflect this change.

I acknowledge that my former name shall remain a part of my official academic record and may be reported on official documentation. I certify that the information provided above is true and complete in all respects and that no relevant information has been withheld. I understand that the provision of false or incomplete information may result in discipline under Northwestern Polytechnic Student Code of Conduct.

Personal information on this form is collected under the authority of the Post Secondary Learning Act and protected under Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including administration of records and production of transcripts. For any questions concerning the collection and use of this information, call the Registrar at 780-539-2981.

Signature	Date
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