



Office use:
<input type="checkbox"/> Updated in CAMS
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<input type="checkbox"/> Notified student

LEGAL NAME CHANGE OR CORRECTION, PREFERRED FIRST NAME, AND/OR GENDER IDENTIFICATION

Complete Section A, and at least one of Sections B, C and D. Email form and supporting documents to: enrolment@mitt.ca

Section A: Student Information

CURRENT SPELLING of your name as it appears in your Student Portal Account:

_____	_____	_____
First Name(s)	Middle Name(s)	Last Name(s)/Family Name(s)
_____	_____ / _____ / _____	_____
Student Number	Date of Birth (mm/dd/yyyy)	Email Address

I understand my request will not be processed if the information submitted is illegible, incomplete, and/or missing supporting documentation.

Signature: _____ Date: _____

SECTION B: Legal Name Change or Name Correction

Use upper and lower-case letters and clearly indicate all diacritical marks such as accents, umlauts, and any other special characters. The name provided here must match your legal name as it appears on your supporting documentation. If your government issued personal identification does not match the legal name on your student record, it is your responsibility to prove that you are the individual who belongs to this name.

My LEGAL NAME is:

_____	_____	_____
First Name(s)	Middle Name(s)	Last Name(s)/Family Name(s)

If this is a legal name CHANGE, submit one of the following supporting documentation options (choose one):

- Government issued Change of Name Certificate
- Government issued Certificate of Marriage and Birth Certificate and government issued ID (e.g. driver's license) showing your current full name
- Government issued divorce decree and birth certificate and a government issued ID (e.g. driver's license) showing your current full name

If this is a legal name CORRECTION, submit one of the following supporting documentation options (choose one):

- Birth certificate
- Immigration documentation
- Government issued study permit and passport
- Permanent resident card
- Citizenship paper
- Government issued Change of Name Certificate

SECTION C: Preferred First Name

Add a preferred first name to your student account. Note that your legal name will remain as your official name on your student record. No supporting documentation is required. My PREFERRED FIRST NAME is: _____

SECTION D: Change of Gender Identification

Change your gender identification on your student record. No supporting documentation is required.

My GENDER IDENTIFICATION is: Female Male Another gender identity (may include Aboriginal Two-Spirit, Transgender, and Others) Decline to answer