



# LEGAL NAME CHANGE FORM

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

Submit a completed form along with applicable supporting documentation to request an update to your Manitoba Institute of Trades and Technology (MITT) student record. Documentation must be provided in order to have a name change processed on your student record. Documents accepted as proof of name change are issued by Manitoba Vital Statistics. Other government issued documents such as a Certificate of Marriage or Change of Name Certificate may be used provided the document references both your previous and current name(s). **Email completed forms and supporting documents to: [enrolment@mitt.ca](mailto:enrolment@mitt.ca)**

## SECTION A: Student Information

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_  
(mm/dd/yyyy)

## SECTION B: Identifying Information

The current spelling of your name as it appears in the MITT Student Portal:

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

I request my name be updated on my MITT student record as per the information below. Use upper and lower-case letters and clearly indicate all diacritical marks such as accents, umlauts, and any other special characters. **Information provided here must match your legal name as it appears on your supporting documentation.**

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

## SECTION C: Name Change Documentation *(select option, then check the box of the document you are providing as support):*

**My name has been legally CHANGED, I submit the following supporting documentation:**

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

**My name needs to be CORRECTED in the Student Portal, I submit the following supporting documentation:**

(use this option if there is a spelling error, or you are adding or deleting name)

- Birth certificate **OR**;
- Government issued Change of Name Certificate **OR**;
- Government issued study permit and passport (international students, only) **OR**;
- Immigration documentation or citizenship paper or permanent resident card

## SECTION D: Student Declaration and Signature

I understand that if my government issued personal identification does not match the name I wish to place on my MITT record, it is my responsibility to prove that I am the individual who belongs to this name. I understand my request will not be processed if the information submitted is illegible, incomplete, and/or missing documentation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Manitoba Institute of Trades and Technology ("MITT") collects and protects personal information under the authority of the Freedom of Information and Protection of Privacy Act (the "Act") for the purpose of operating the programs and services at MITT. The personal information you provide will be used for the purpose of updating your personal records. Your information will not be disclosed for other purposes, unless permitted by the Act. If you have any questions about the collection of your personal information, contact [privacy@mitt.ca](mailto:privacy@mitt.ca)