



STUDENT PERSONAL INFORMATION UPDATE REQUEST FORM

Use this form to request an update to your legal name, preferred first name, gender identification, or emergency contact information.

The following cannot be updated using this form: address, phone number, email address, or Social Insurance Number (SIN). These can be updated through your [student portal account](#). If you require assistance accessing your account, submit a [Student Account Support Request](#).

INSTRUCTIONS

1. Complete Student Information section
2. Complete at least one other section (Legal Name Change or Correction, Preferred First Name, Gender Identification, or Emergency Contact)
3. Print and sign form
4. Submit form: BY EMAIL - scan form and email to csr@mitt.ca, IN-PERSON - to General Office, Henlow or Pembina Campus

STUDENT INFORMATION

Current spelling of your name as it appears in your student portal account:

First Name _____ Middle _____ Last/Family _____

Student # _____ Date of Birth (mm/dd/yyyy) _____ Email _____

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

Signature _____ Date _____

LEGAL NAME CHANGE or CORRECTION

The name provided here must match your legal name as it appears on your supporting documentation. Use upper and lower-case letters and clearly indicate all diacritical marks such as accents, umlauts, and special characters. 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 new name.

First Name _____ Middle Name _____ Last/Family Name _____

Indicate which supporting documentation you will be submitting:

NAME CHANGE ONLY

- | | | |
|---|--|---|
| <input type="checkbox"/> Government issued Change of Name Certificate | <input type="checkbox"/> Government issued Certificate of Marriage, and Birth Certificate, and government issued ID (e.g. driver's license) showing your current full name | <input type="checkbox"/> Government issued divorce decree, and Birth Certificate, and government issued ID (e.g. driver's license) showing your current full name |
|---|--|---|

NAME CORRECTION ONLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Government issued study permit and passport | <input type="checkbox"/> Immigration Documentation |
| <input type="checkbox"/> Citizenship Paper | <input type="checkbox"/> Government issued Change of Name Certificate | <input type="checkbox"/> Permanent Resident Card |

PREFERRED FIRST NAME

Your legal name will remain as your official name on your student record. Preferred First Name _____

GENDER IDENTIFICATION

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Decline to answer |
| <input type="checkbox"/> Male | <input type="checkbox"/> Another Gender Identity (may include Aboriginal Two-Spirit, Transgender, and others) |

EMERGENCY CONTACT

Contact Name _____ Contact Phone # _____

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 (2023-06-08)

February 28, 2025