VICTORIA COLLEGE
UNIVERSITY OF TORONTO

Change of Name and/or Gender Form

INSTRUCTIONS:

1. Read and review the form and all its pages.
2. Complete Section 1 of this form and save to your computer.
3. Submit this completed form to the Victoria College Office of the Registrar and Academic Advising along with valid government-issued photo identification for identity verification and any other supporting documentation required.

SECTION 1: To be completed by the STUDENT

CONFIRMATION OF CURRENT INFORMATION ON OFFICIAL ACADEMIC RECORD

Student Number		
First Name(s)	**Middle Name(s)**	**Surname**

NEW NAME REQUESTED

If you wish to change your name, please check one (1) of the following reasons for the request and enter the new name:

Change of Name to Reflect Formal Legal Name   Change of Name to Reflect Preferred Name

First Name(s)	Middle Name(s)	Surname*

*Please note that a surname can only be changed as part of a change of name to reflect a formal legal name, whereby legal documentation is provided supporting the requested change. See page X for more information.
** To remove a name and have a field left blank please input [Remove Name] in the name field.

GENDER SELECTION

If you wish to change your gender, please check one (1) of the following gender identities:

Man	Transgender Woman	Genderqueer/Nonbinary
Woman	Transgender Person	An identity not listed
Transgender Man	Two-Spirit	Prefer not to answer

GRADUATION STATUS

Please check one (1) of the following graduation statuses:

I expect to graduate within three (3) months of completing this form.

I will not be graduating this year.

I already have a diploma from the University of Toronto and will be requesting a replacement diploma.

Note: If you are changing your name before convocation, name changes must be completed by mid-March for June ceremonies, mid-September for November Ceremonies, and late-January for March absentia conferrals. Your name as it appears on Student Web Services (ACORN/Quercus) is the name that will appear on your diploma.

DECLARATION

By signing below:

I acknowledge that when any changes to my name are made, the new name will be used on my official academic record, transcript and diploma; If my name has been changed to something other than my formal legal name, future employers, licensing bodies, student loan issuers and other educational institutions may require legal proof that the transcripts and diplomas used are legitimately mine; it is my sole responsibility as a student or graduate to resolve or deal with issues resulting from a name change.

I understand that my previous TCard must be surrendered to the TCard office.

I confirm that the information provided on this form is accurate and that I will submit this form to the Victoria College Office of the Registrar and Academic Advising in-person with my TCard, or by email using my official University of Toronto email.

Student Signature	Date (YYYY-MM-DD)

SECTION 2: To be completed by the VIC ORAA STAFF

IDENTITY VERIFICATION		
TCARD/EMAIL	**Identification Presented**	**Additional Identification Presented**
CHANGE OF LEGAL NAME		
Requested	**Documentation Presented**	**Additional Documentation Presented**
SCREENING		
Graduation	**International**	**Residence**
NOTES		
Staff Name	**Signature of Staff**	**Date (YYYY-MM-DD)**

Guidelines and Information: Change of Name and Gender Form/Request

You may use this form to make one of the following changes on your official academic record:

- Correct a mistake in your first, middle, or surname.
- Add, remove or change middle name(s) or middle initial(s).
- Change your name to an updated formal legal name.
- Change your name to a preferred name different from your formal legal name (i.e., lived name).
- Change your name prior to graduation.
- Change your name on an existing diploma or certificate (requires supporting documentation).
- Change your gender identity.

Note: To add missing accents or characters to your name before graduation (e.g., Adèle) please complete a "Name on Diploma" form and submit the completed form to the Office of Convocation. To learn more about changing your name, please visit: https://governingcouncil.utoronto.ca/diplomas-documents/name-diploma

Documentation for Identity Verification and Supporting Changes to Formal Legal Name on Official Academic Record:

Identity Verification

Any change of name and gender request must be accompanied by one of the following documents for the completion of an identity verification:

- Passport (Canadian or International)
- Canadian Driver's License
- Canadian Provincial Photo Card
- Canadian Nexus Card
- Permanent Resident (PR) Card issued by the Government of Canada
- Certificate of Indian Status issued by the Government of Canada
- Canadian Armed Forces Identification Card
- Department of Foreign Affairs International Trade Identity Card
- Single Journey Travel Document with photo
- Refugee Protection Claimant Document with photo

NOTE: Any government-issued photo identification issued more than five (5) years ago needs to be accompanied by an additional piece of valid government-issued photo identification to complete identity verification.

Supporting Documentation to Update Formal Legal Name

When a request is made to change the name on your official academic record to a new formal legal name, in addition to documentation for identity verification, this form must be accompanied by one of the following supporting documents:

- Birth certificate
- Baptismal certificate
- Marriage certificate
- Legal Name Change document issued by the Government

<u>Documentation must be in English</u>

The Victoria College Office of the Registrar and Academic Advising can only process change of name and gender requests that have been accompanied by documentation in English.

In all circumstances, documentation that are in a language other than English must be accompanied by an official translation of the original document, or of a certified copy of the original document in English. When a certified copy of the original document is submitted, the accompanying translation must be of the certified copy and the translator must stamp both the certified copy and the translation.

How to Submit this Form and Documentation to the Victoria College Office of the Registrar and Academic Advising

<u>Present In-Person</u>

Bring this completed form and your documentation to the Vic ORAA Front Desk team during the office's hours of operation (Monday to Friday, 10:00am to 12:30pm and 1:30pm to 4:00pm ET).

<u>Send via Email</u>

Email this completed form with documentation attached to vic.registrar@utoronto.ca. The form should be submitted as a PDF file and documents should be high-definition colour scans in JPEG or PNG format.

TCard Issuance

To change your name on your TCard, you must first change the name on your academic record by using this form. Please note, changes you make to your Display First Name using the MyAuth site cannot be reflected on your TCard. To avoid replacement fees, please surrender/return your previous TCard to the TCard office.

Changing your name to something different than your formal legal name

It is important to know that changes to your name will be reflected on your official academic record, transcripts, certificates, and diploma. Changing your name to something other than your legal name may result in complications with the verification of your credentials and transcripts for processes such as, job applications, student loans (OSAP/Bank Loans), taxes (T2202A), professional licensing bodies (e.g., engineering, medicine, law, dentistry, architecture), and applications to other educational institutions (e.g., graduate school applications, universities transfers). Students who wish to avoid some of the challenges mentioned above might consider changing their name back to their formal legal name before graduation. Or alternatively, students can set a Display First Name to be used on a variety UofT services (see below). For more information about name change deadlines prior to convocation please visit the Office of Convocation website: http://www.convocation.utoronto.ca/.

UTORid and Other Display Names

UTORids cannot be changed even after you have changed your name on the official academic record.

<u>Changing your UTOR Email</u>

If you wish to change your individual email address after you have changed your name you may do so by visiting the UTORid Change your email address website: https://www.utorid.utoronto.ca/cgi-bin/utorid/changeemail.pl

<u>Changing your Display Name</u>

The University of Toronto has a simple, single-source application for students, staff, faculty and librarians to add and/or update an individual's display first name on certain university systems: Quercus, UTMail, and ESS (an updated list is available at my.auth.utoronto.ca). The application (my.auth.utoronto.ca) will only change the first name that is displayed for an individual in some University systems and will not change the individual's formal legal name across all academic systems. To change your Display Name To change your preferred display name in the Quercus please visit https://my.auth.utoronto.ca. Changes will be represented in Quercus after approximately 24 hours.

2SLGBTQ+ Information and Resources

Students who are part of the 2SLGBTQ+ community may wish to connect with the Sexual & Gender Diversity Office for additional resources and services, https://sgdo.utoronto.ca/

Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy.

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

In addition, the Ministry of Colleges and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other postsecondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.