



Office of the Registrar, Athabasca University  
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 Other: 780.675.6111  
 acrec@athabascau.ca  
 www.athabascau.ca

# Student Change of Information Form

STUDENT ID NUMBER

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If you have experienced a change of information: e.g. a name, address, or email change; that will impact communication between Athabasca University and yourself, please complete and submit this form.

**Complete applicable section(s) only.**

Student Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

Previous/Former Name: \_\_\_\_\_  
 LAST FIRST MIDDLE

## Change of Address

Previous Address: \_\_\_\_\_

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

**New Address:** \_\_\_\_\_

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

## Change of Telephone or Email

**New Telephone:** (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 PRIMARY PHONE SECONDARY PHONE

**New Email:** \_\_\_\_\_  
 EMAIL

## Birthdate Correction

**Incorrect Birthdate:** DAY MONTH YEAR  

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**Required: Proof of correct birthdate; e.g. driver's licence, passport, or healthcare card.**

**Correct Birthdate\*:** DAY MONTH YEAR  

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## Change of Name Declaration

I, (name as currently listed on academic record)

LAST FIRST MIDDLE

declare that I have officially changed my name from the above to\*:

LAST FIRST MIDDLE

and request that the name on my academic record be amended to reflect this change.

**\*Required: Proof of current legal name; e.g. driver's licence, passport, provincial (photo) ID, or healthcare card. Marriage certificates are not accepted.**

## Affirmed/Chosen/Preferred Name Change

If you want Athabasca University to have an Affirmed/Chosen/Preferred First Name on your student file that is different than your legal name, please indicate here the first name you would like used: \_\_\_\_\_ (First name only).

No proof is required.

- I acknowledge that my former name shall remain a part of my official academic record and may be reported on official documentation such as transcripts.
- I have included supporting legal documentation for the changes noted above.
- I have submitted the government-issued identification, as required.
- 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 Athabasca University's Student Code of Conduct and Right to Appeal Regulations: [calendar.athabascau.ca/undergrad/current/student-code/index.php](http://calendar.athabascau.ca/undergrad/current/student-code/index.php)

**Student signature:** \_\_\_\_\_

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