



Change First Name and Gender Form

Instructions

1. Complete **Section 1** of this form and save to your computer.
2. Present in person or email this completed form to your Faculty, College or Campus registrar office from your U of T Email.
3. Present in person or attach [valid government-issued photo identification](#) for identity validation purposes.

Section 1: To be completed by STUDENT

CONFIRMATION OF CURRENT INFORMATION

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

NEW NAME REQUESTED

First Name(s)	Middle Name(s)
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GRADUATION STATUS

Please check one of the following Graduation Statuses:

- I expect to graduate within 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.

GENDER SELECTION

If you wish to change your gender, please check one of the following

Gender Identities

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

SIGN AND DATE

Signature of Student	Date (dd/mm/yy)
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By signing you acknowledge that when any changes to your name are made, the new name will be used on your official academic record, transcript, and diploma. If your name has been changed to something other than your formal legal name, future employers, licensing bodies, student loan issuers and other educational institutions may require legal proof that the transcripts and diplomas being used are legitimately yours. Your previous TCard must be surrendered to the TCard office. Please see page 2 for more details.

Section 2: To be completed by University of Toronto STAFF

Staff Name	Signature of Staff	Date (dd/mm/yy)
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You may use this form to make one of the following changes in your official academic record:

- Correct a mistake in first or middle name
- Add, remove, or change middle name(s) or middle initial(s)
- Change your name to something 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 visit the Office of Convocation. For more information please visit: <https://governingcouncil.utoronto.ca/diplomas-documents/name-diploma>.

For more information about the resources available to Trans people please contact the [Sexual & Gender Diversity 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 of UofT services, using this website: <https://my.auth.utoronto.ca>. For more information about name change deadlines prior to convocation please visit the Office of Convocation website: <http://www.convocation.utoronto.ca/>.

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 return your previous TCard.

UTORid

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

Please visit the Information Commons Help Desk for more information: <https://uthrprod.service-now.com/infocomm> / help.desk@utoronto.ca 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>.

Valid Government-Issued Photo Identification

Can include one of the following original and unexpired documents:

- 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

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 post-secondary 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.