

Change First/Middle Name or Gender Form

Use:

This form should be used by current students to change first name, middle name, or gender on the official academic record. Your first and middle name on the official academic record will appear in most university systems (e.g., ACORN) and on transcripts and diplomas. To change a legal name on the official academic record, or request a name change after graduation, please see the [University Registrar's Office website](#) for instructions for a Legal Name change. **Surname changes are not permitted with this form.**

Instructions:

Complete Section 1 of this form and submit it to your [Faculty, College, or Campus Registrar's Office](#). Students are required to provide one piece of valid photo identification (see pg. 2). Please note, the identification being requested is to confirm your identity and does NOT need to correspond to your new name or gender being requested.

Graduating soon?

If you would like to change how your name appears on your diploma and in the convocation brochure, you must make this request in advance (3 months before convocation); otherwise, the name currently displayed in ACORN will be used.

For small adjustments to your name on your diploma, such as accents or removing a period after an initial, refer to the [Office of Convocation website](#).

Section 1: To be completed by STUDENT**CONFIRMATION OF CURRENT INFORMATION**

Student Number	Date of Birth (YYYY-MM-DD)	Documentation Shown
Surname	First Name(s)	Middle Name(s)

NEW FIRST/MIDDLE NAME OR GENDER

First Name(s)	Middle Name(s)	Gender Selection (if changing gender)
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SIGN AND DATE

Signature of Student	Date (YYYY-MM-DD)
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Section 2: To be completed by University of Toronto STAFF

Staff Name	Signature of Staff	Date (YYYY-MM-DD)
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You may use this form to make one of the following changes in your official academic record:

- Change your name to something different from your formal legal name (e.g., Chosen Name)
- Change your gender
- Add, remove, or change middle name(s) or middle initial(s)

For more information about the resources available to Trans people please contact the Sexual & Gender Diversity Office (sgdo@utoronto.ca or 416-946-5624).

Valid Identification

To protect a student's identity, students will be asked to provide supporting documentation to confirm they are the person whose record is subject of the request.

Legal name change documentation is not required.

The following is a list of identity documents the University accepts: TCard, Passport, Canadian Driver's License, Provincial Photo Card, Nexus card (belonging to a Canadian Citizen), Certificate of Indian Status, Canadian Permanent Resident Card, and Canadian Armed Forces Identification Card.

Please note, your photo ID must be currently valid (i.e., not expired), match the name on the University's record system, and contain a photo no more than 5 years old.

TCard Issuance

Your TCard must match your current active name on Quercus. Valid government-issued photo identification matching a current or previous registered name in ROSI must be presented when you visit the TCard office to obtain a replacement card. Your previous TCard must be surrendered in order to avoid replacement fees.

Please see the TCard Terms and Conditions for more information: <http://tcard.utoronto.ca/>

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: <http://help.ic.utoronto.ca/>

Email Address

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>