

**CHANGE OR CORRECTION OF NAME IN THE RECORDS OF THE UNIVERSITY OF TORONTO**

Changes to an officially recognized name in the student records of the University can only be processed upon submission of any one of the following original documents by the name holder: birth certificate, baptismal certificate, marriage certificate or change of name certificate issued by the Registrar General of Ontario. \*

**SECTION 1** (To be completed by student – please print neatly):

Student Number: \_\_\_\_\_ Date of Birth: (dd/mm/yy) \_\_\_\_\_

Title:  Mr.  Ms.  Mrs.  Other \_\_\_\_\_ Marital status changed?  Single/Divorced/Widowed  Married/Separated

Name on ROSI prior to change: \_\_\_\_\_  
Surname First Name Middle Name(s)

**New** name to be used on ROSI: \_\_\_\_\_  
Surname First Name Middle Name(s)

- PLEASE NOTE THE NEW NAME TO BE USED ON ROSI, MUST MATCH THE SUPPORTING DOCUMENTS EXACTLY (ie order of names) -

Check if you already have a degree, diploma, certificate from this University

Check if you expect to graduate June of this year

Submission deadlines are strictly enforced.  
See dates at [www.utsc.utoronto.ca/registrar](http://www.utsc.utoronto.ca/registrar) (Downloads)

Check if you expect to graduate November of this year

Submission deadlines are strictly enforced.  
See dates at [www.utsc.utoronto.ca/registrar](http://www.utsc.utoronto.ca/registrar) (Downloads)

Student's signature: \_\_\_\_\_ Date: (dd/mm/yy) \_\_\_\_\_

**SECTION 2** (To be completed by Registrar's Office)

**Approve Supporting Documentation:**

The name should be changed as requested.  
Copy of supporting document is attached.

No supporting documentation required   
(ie add/delete hyphen or apostrophe, etc)

**Supporting Document Type – Check one\*:**

Birth Certificate   
Marriage Certificate   
Court Name Change   
Baptismal Certificate   
Other \_\_\_\_\_   
(Must be approved)

\_\_\_\_\_  
Signature of Authorized Official at UofT Scarborough

Date: (dd/mm/yy) \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: (dd/mm/yy) \_\_\_\_\_

\*If any of the above documents are impossible for you to get due to the political situation in your home country, contact the Registrar's Office for more information.