The following steps will assist with how to create and maintain different name types for an individual. The individuals name information can be edited or updated from either the **Names** link on the **Biographical Details** page or by going directly to the **Name** page.

Note: Name changes are processed only by Enrolment Services staff when appropriate documentation is received. A photocopy of one of the following original documents is required to update name:

- Legal Change of Name Certificate from Vital Statistics (or government issued equivalent from student's home country)
- Government issued Marriage Certificate*
- Government issued Divorce Decree
- Passports**

A driver's license or passport are not accepted as proof of a legal name change. Documents in a language other than English must be translated by a notarized translator.

*Documentation is not required when a person is changing back to their maiden name if a record of the maiden name already exists in the system.
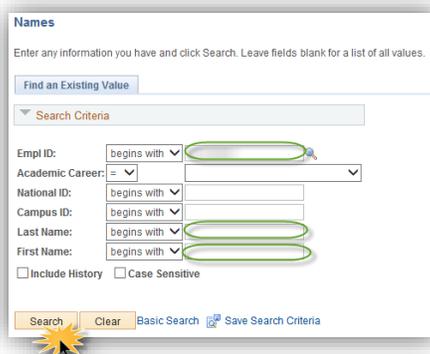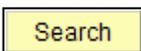**Passports will be accepted when a student wants to only add a middle name.

Note: The student has the ability to update and maintain their contact information in their Student Centre.

1. Click the **Campus Community** link.

   ▷ Campus Community
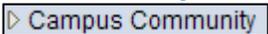
2. Click the **Personal Information (Student)** link.

   Personal Information (Student)

3. Click the **Biographical (Student)** link.

   Biographical (Student)

4. Click the **Names** link.

   Names

5. Enter any search criteria you may have, eg. Empl ID, Last Name or First Name to find the individual. Click the **Search** button.

   Search

6.   Depending on the search criteria, name(s) will appear. Click on the applicable name listed.

7.   The Names menu will appear with existing information. To add/change a student's name, select the appropriate **Type of Name** from the drop down menu.
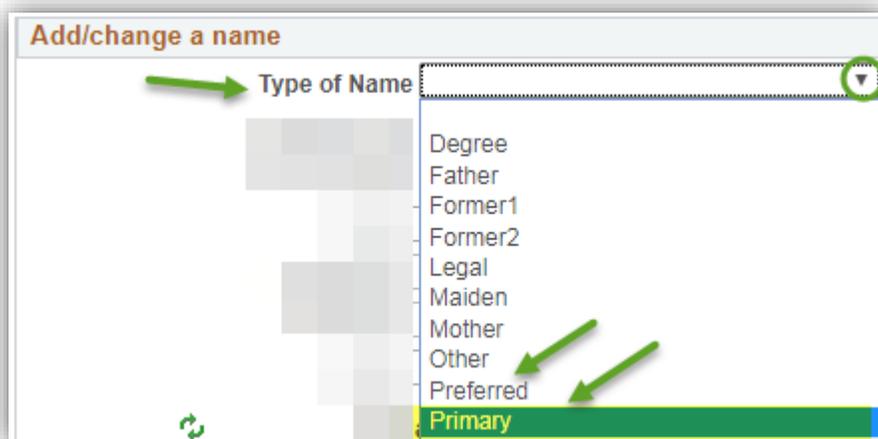
Student name changes should be for Primary name if/when appropriate and with supporting legal documents. Addition of a Preferred name (or changes to a Preferred name) is used when the student has a preferred name they wish to be referred to in class (e.g. Class Roster) or on campus (e.g. Student Career Centre). The Primary name represents the Legal name as the main category for a student name. Please avoid using "Other" for type of name.

Important: Name Changes and Convocation

Do NOT create a separate **DEGREE** name row for a student. If a **DEGREE** name row exists for a student you will need to update both their **PRIMARY and DEGREE** name rows in order for the Name Change to be reflected on their degree.

8.   Enter any information that requires changing and ensure the **Effective Date** is correct.

9.   Click the **Submit** button.

Submit
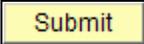
10.   The **Current Names** grid will display any names that have been changed. To view details in regard to a particular name type click on **Name History** beside specific name.

Name History

11.   Click the **OK** button.

OK
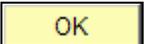
12.   Click the **Save** button.

Save

End of Procedure

For the corresponding online learning, please consult the Student and Enrolment Services website.