



REQUEST FOR CHANGE OF CHOSEN OR LEGAL NAME AND/OR GENDER IDENTIFIER

I am requesting :

Chosen Name Change ☐ Legal Name Change ☐ Gender Identifier Change ☐

University Member Information

Student or Employee Number		Lakehead Email	
Telephone Number		Date	

Legal Name on File

Title (Mr., Mrs., Ms.)		First Name	
Middle Name		Last Name	

New Chosen or Legal Name and Gender Identifier

Title (Mr., Mrs., Ms., Mx, Dr., etc.)		First Name	
Middle Name		Last Name	
Gender Identifier (leave blank if not making gender request)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other Gender Identity _____		<i>Gender is not disclosed on the official academic record or in university correspondence and will be used internally for statistical purposes only.</i>

Have you submitted an Intent to Graduate?

☐ Yes ☐ No ☐ Not Applicable

Do you want your pending degree/diploma parchment to reflect your new name?

☐ Yes ☐ No ☐ Not Applicable

*Students: Please note that future employers, licensing bodies, or other educational institutions may require proof that the transcripts and diplomas are the legitimate academic records of the individual submitting them. The student may encounter issues if the name on their records/transcripts do not bear their legal name. It is the sole responsibility of the student or graduate to resolve or deal with issues resulting from a name change. **Along with this form, please attach to the e-mail a photo of identification to the appropriate department listed below to authenticate that you are the same person making the request.**

For Office Use Only	Documentation Present	BIO Updated	Grad File Updated	Date

Personal information on this form is collected under the general authority of the Act Respecting Lakehead University and may be used to alter student registration. Submissions and any questions on this collection should be directed to: (for students) Registrarial Services, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario Canada P7B 5E1; Email: processing.aarr@lakeheadu.ca; (for staff and faculty) humanres@lakeheadu.ca; (for alumnus/alumna and donors) external.relations@lakeheadu.ca