Student Information Change Request Form

REGISTRAR & ENROLMENT SERVICES

IMPORTANT INFORMATION

This form is used to request an update to your name, date of birth or gender on file. Updates to your mailing address, email address, or telephone number must be updated through the Student Information System. Please note, if you are or were previously an employee of Langara College, contact records@langara.ca for more information.

DOCUMENTS REQUIRED

Acceptable documentation includes, but is not limited to, the following: valid government issued ID (e.g., passport or driver's license), birth certificate, certificate of change of name, marriage certificate, divorce certificate, and notarized letter. All government issued ID cards must be scanned in full colour front and back. Original documentation must be presented for all submission requests. The Records Department may request additional documentation.

PREFERRED FIRST NAME

Preferred first names appear on instructor class lists and Brightspace. To add a preferred first name to your student record, fill out the 'Preferred First Name Update' option below. No supporting documentation is required to add a preferred first name to your student record. Official transcripts, confirmation of enrolment letters, and other official documents produced by the Records department will include legal names only. To have your preferred name appear on your Student ID Card, please refer to the "**Can I use my preferred name on my student ID card?**" on the Ask IT: Student ID Card (Photo ID and Clinical Badge) page for information.

GENDER IDENTITY

No supporting documentation is required in order to update the gender identity on your student record.

SUBMIT FORM

Email completed form and official documentation attached as a full-colour PDF to records@langara.ca. Emailed submissions must be from your Langara or preferred email address on file. If you have any questions, please email records@langara.ca.

STUDENT INFORMATION

Langara ID: _____ Email: _____

Primary telephone: _____ Other telephone: _____

STUDENT INFORMATION CHANGE

☐ **Legal Name Update** • FORMER/INCORRECT NAME (NAME AS CURRENTLY SHOWN ON LANGARA COLLEGE RECORD)

Last or family name: _____

Middle name(s): *(if applicable)* _____

First or given name(s): _____

• CURRENT/CORRECT NAME (NAME AS SHOWN ON OFFICIAL DOCUMENTATION)

Last or family name: _____

Middle name(s): *(if applicable)* _____

First or given name(s): _____

☐ **Preferred First Name Update** Updated preferred first name: _____

☐ **Remove Preferred First Name**

☐ **Date of Birth Update** Correct date of birth (YYYY/MM/DD): _____

☐ **Gender Identity Update** ☐ Woman ☐ Man ☐ Non-binary ☐ Choose not to disclose

_____ STUDENT'S SIGNATURE

_____ DATE SIGNED (YYYY/MM/DD)

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