

Use this form only after you have successfully submitted your application to graduate online.

USE THIS FORM TO:

- Change a middle name to an initial (e.g. Mary Ann Smith to Mary A. Smith)
- Remove an initial from your middle name (e.g. Mary A. Smith to Mary Smith)
- Change to Upper /Lower case combinations (e.g. Mckay to McKay)
- Addition of accents to your legal name (e.g. Renée Côte, Francois Noël,)

DO NOT USE THIS FORM TO:

- Add or remove of any part of your legal name from your current student record
- Change your surname (e.g. maiden name to married name)
- Correct the spelling of your legal name
- For any official name changes you must print and complete an Official Name Change Request Form and provide supporting documentation (e.g. birth or marriage certificate). The form is available at <http://www2.carleton.ca/registrar/ccms/wp-content/ccms-files/namechangerequest1.pdf>

Student Number:

Graduate **Undergraduate**

Convocation Term: **Winter** **Spring** **Fall**

Name Currently on your application (Please print clearly. Use upper & lower case letters):

Revised Name to be displayed on diploma (Please print clearly. Use upper & lower case letters):

I confirm that the statements made on this document are true and accurate.

Signature: _____ **Date:** _____

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Erika Strathearn, FIPPA representative for the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Undergraduate Students will submit this form to:

Carleton University
Registrar's Office
300 Tory Building
1125 Colonel By Drive
Ottawa, Ontario
K1S 5B6
Tel: (613) 520-3500
Fax: (613) 520-4410
Email: registrar@carleton.ca
(requests will only be accepted if sent from your Connect email account)

Graduate Students will submit this form to:

Carleton University
Faculty of Graduate and Postdoctoral Affairs
512 Tory Building
1125 Colonel By Drive
Ottawa, Ontario
K1S 5B6
Tel: (613) 520-2525
Fax: (613) 520-4049
Email: graduate_studies@carleton.ca