

Change of Legal Name(s) Request on McMaster University Records

Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the drop down menu, then '**Create New Request**'.
3. Attach this form and any supporting documents to your service request.
4. Return to the Service Request page to monitor updates.

Please select the change(s) you are requesting:

Edit to first name

Addition of middle name

Edit to last name

Removal of middle name

Student Number	Date of Birth (YYYY/MM/DD)
Email	Telephone Number

Name to be used on McMaster University records

First Name	Middle Name(s)	Surname (Last Name)
------------	----------------	---------------------

Degree name for students GRADUATING THIS YEAR

Please specify the legal names you would like to appear on your degree, diploma or certificate

First Name	Middle Name(s)	Surname (Last Name)
Graduating Term: (Fall or Winter)	Do you have more than one first, middle or last name? <div style="text-align: center; margin-top: 5px;">Yes No</div>	

It is recommended that the name used on your degree matches your legal name displayed on personal identification.

If you are NOT GRADUATING THIS YEAR, complete the information below		
Faculty	Program	Level in Program

Check the types of legal documentation attached to your Mosaic service request.
Please note that a birth, marriage, naturalization certificate, driver's license, or court order must accompany this request.

Name change certificate

New birth certificate

Marriage certificate

Valid driver's license

Naturalization certificate

Court order

Valid passport

Please check if you have submitted a service request in Mosaic for any of the following this term.

Request for an Early Conferral of Degree

Request for a diploma replacement

Request for a transcript

Student Signature

Date

FIPPA Notice

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.