

Notification of Name and/or Address Change

I request to *(please check all that apply)*

Change or update my personal address on file *(Please complete sections A and B)*

Change my legal name on record *(Please complete sections A, B and C)*

Change my preferred name on record *(Please complete sections A and D)*

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

A) Personal Information

| | | | |
|---------------------------------------|------------------------------|--------------------------------------|------------------------------|
| | | Student ID Number | |
| Last Name | | First Name | Middle Name |
| Former Name(s) <i>(if applicable)</i> | | Please Select Student Alumni | |
| Address | | City | Province |
| Preferred Number | Home Cellular Business | Alternate Number | Home Cellular Business |
| Email Address | | Postal Code | |

B) My New Mailing Address

| | | | |
|------------------|------------------------------|------------------|------------------------------|
| Address | | City | Province |
| Preferred Number | Home Cellular Business | Alternate Number | Home Cellular Business |
| Effective Date | | Postal Code | |

C) Legal Name Change

| | | |
|---------------|----------------|-----------------|
| New Last Name | New First Name | New Middle Name |
|---------------|----------------|-----------------|

Legal name change requires a **copy** of one of the following documents to be included with the name change request: Official Legal Name Change, Marriage Certificate, Divorce Decree with copy of Birth Certificate, or Passport.

Legal Name Change Marriage Certificate Divorce Decree with Birth Certificate Passport

SAIT is **required** to match student information with the Alberta Government for reporting purposes. Please fill out and submit the [Alberta Education PIC](#) form to update your Alberta Student Number (ASN) record along with the proposed Legal Name Change above.

D) Preferred Name Change

| | |
|---------------------|----------------------|
| Preferred Last Name | Preferred First Name |
|---------------------|----------------------|

IMPORTANT: Legal name will remain present on official student records including but not limited to transcripts, diplomas and certificates (parchments), government reporting, tuition fee invoices and/or receipts, official letters, etc.

Until further notice, it is not possible for students to get a mobile ID with their preferred name as legal name is utilized from Banner. A physical card can be created upon request for a preferred name change.

Students with UPass requesting a preferred name change may lose access to the UPass for that semester if their email address is changed after the add/drop period. Please contact the Card Office with any questions about UPass access.

FOIP Notification

The personal information you provide on this form is collected under the authority of the [Post Secondary Learning Act](#) of Alberta and the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process a name and/or address change. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at foip.coordinator@sait.ca.

| | |
|--------------------|------|
| Records updated by | Date |
|--------------------|------|