

Preferred Name Request Form

Purpose of this Form

Northern College recognizes that many students use a name other than their legal name in day-to-day interactions. This form allows students to request the use of a *preferred name* on select college systems and communications. Your legal name will continue to be used where required by law or for official College records.

Student Information

Legal Name: _____ **Student Number:** _____

Preferred Name: _____ **Program:** _____

Break-down of which documents/items will reflect your name change:

Documents	Legal	Preferred	Disclaimer
OCAS Letters (application)	√		Any documents provided to the College by other institutions, or any documents previously issued by the College prior to the date this change is processed, will remain under your legal name. Any items listed here under Legal cannot be changed due to Ministry regulations. For all items to be considered legal name you must officially change your name with the Province and provide legal proof to the college.
Enrolment Letters	√		
Confirmation of Registration	√		
Student ID Card		√	
Blackboard/Courses		√	
Class Lists		√	
Completion Letters	√		
Transcript	√		
Certificates and/or Diplomas	√		
Invitation to Graduation Letters		√	
Cheques	√		
General Communication (ex. Academic Dishonesty)	√		
Northern College Email Display Name		√	

Student Authorization

I request that Northern College update my student record to reflect my preferred name in approved systems and communications.

Student Signature: _____ **Date:** _____

Submit completed form to: registrar@northern.on.ca

For Office Use Only – Student Services

☐ **YES – Request to change students college email address sent to [Track-it Help desk](#).**

Entered By (Staff Name): _____

Signature: _____

Date Entered: _____