



Office of the Registrar
2005 Sooke Road
Victoria, BC V9B 5Y2
Phone: 250.391.2600 ext.4862
FAX: 250.391.2522
Email: registration@royalroads.ca

REQUEST FOR NAME CHANGE

Instructions: The Registrar's Office requires proof of name change for records update. A copy of an official document verifying the new name must be submitted along with this form to the address above. Accepted documents include:

- Birth certificate
- Canadian Immigration Record of Landing or Permanent Residence Card
- International Passport (for Canadians, a Canadian Citizenship card is acceptable)
- Canadian Immigration Study document
- Marriage certificate
- Documentation verifying a legal name change

Note: An email notification will be sent to you when your name has been updated in our student system and Computer Services will be in touch with you regarding a new user name.

Student ID	Date
Program Name	

FORMER NAME	
First Name	Last Name
Middle Name	Preferred Name

CURRENT NAME	
Mr. Mrs. Miss. Ms. Dr.	
First Name	Last Name
Middle Name	Preferred Name