

Change of Name/Gender Identity Update Form

Office of the Registrar

Oshawa Campus
2000 Simcoe Street North, Oshawa, ON L1G 0C5
oes@durhamcollege.ca
Tel: 905-721-3000

Whitby Campus
1610 Champlain Avenue, Whitby, ON L1N 6A7
wes@durhamcollege.ca
Tel: 905-721-3300

This form is to notify the school of a legal name change, preferred name change or gender identity update. Due to COVID 19 and our reduced services on campus you can send a copy of your form and photo ID to oes@durhamcollege.ca.

If you require an alternate set-up of this form email oes@durhamcollege.ca

PERSONAL IDENTIFICATION		
Student ID	First name	Last name
LEGAL NAME CHANGE		
Previous first name	Previous middle name(s)	Previous last name
New first name	New middle name(s)	New last name
PREFERRED NAME CHANGE		
<p>Durham College recognizes you may prefer to be identified by a first name other than your legal first name. For this reason, you may designate a preferred first name that will be used wherever possible in college systems throughout your study period at Durham College. Government issued documentation is not required for preferred name changes, however you must provide valid photo ID when making a request.</p>		
Preferred first name		
<input type="checkbox"/> Add preferred name <input type="checkbox"/> Change preferred name <input type="checkbox"/> Remove preferred name		
GENDER IDENTITY UPDATE		
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other gender identity		
STUDENT SIGNATURE		
<p>I understand that:</p> <ul style="list-style-type: none"> - This request will only change my name on DC Connect, and MyCampus and the College's student information system. It is my responsibility to also request a name change at ontariocolleges.ca and OSAP as applicable. - Durham College reserves the right to deny the use of a preferred name that may be considered offensive. - Preferred names will not appear on official Durham College documents such as academic records, verification of enrolments, and credentials. 		
Student signature	Date submitted	
OFFICE USE ONLY		
Valid gov't ID attached for legal name change: <input type="checkbox"/> Driver's license <input type="checkbox"/> Passport <input type="checkbox"/> Marriage license <input type="checkbox"/> Other: _____		
Update: <input type="checkbox"/> Active directory <input type="checkbox"/> Banner		
Processed by	Date processed	