



NAME CHANGE FORM

A name change may only be processed by completing this form and submitting the required documentation.

If the individual requesting a name change is an applicant for admission to CCNM and the name change occurs after the application for admission to CCNM has been submitted, the name on College records (surname and/or given name) cannot be modified except when a request for a name change has been completed with the required documentation.

REQUIRED DOCUMENTATION:

- **Name change by marriage:** Canadian marriage certificate; or foreign marriage certificate (must be translated to English and notarized); or divorce order or judgment.
- **Name change by law:** Certificate or court order made under a provincial change of name act or under similar legislation.
- **Return to maiden name:** Birth certificate and government issued photo ID (i.e. passport or driver's license)
- **Given name change:** Birth certificate and government photo ID (i.e. passport or driver's license).

CURRENT STATUS AT CCNM (check one):

- Student
 Alumni
 Staff

***If applicable, do you wish your NDnet email account to change in accordance with your name change? Please note your NDnet email can only be changed once you are an alumnus/alumna as it is linked to your Moodle account.**
 Yes, change my email address **No**, leave it as is

APPLICANT INFORMATION (PLEASE PRINT)	
OLD Surname/last name (currently on file):	OLD Given name (currently on file):
NEW Surname/last name (on documentation):	NEW Given name (on documentation): (First) (Middle)
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other _____	Student number (students/Alumni):
Signature _____	Date _____

NOTE: If you wish your name change to be reflected on your diploma and in the convocation program, this form must be submitted to the Registrar's office by April 1. If submitted after this date, a payment will have to be made for a diploma replacement.

Protection of privacy: Personal information in connection with this form is collected under the authority of the *Freedom of Information and Protection Act* for educational administrative purposes. The information will be used to process identification information in your academic program and related record keeping purposes. If you have any questions about the collection, use or disclosure of the information by CCNM, please contact the Registrar, CCNM, 1255 Sheppard Ave. E., Toronto, Ontario, M2K 1E2 416-498-1255 ext. 248.

For administrative use only

DATABASE CHANGES	Student	completed	Alumni	completed	Staff	completed
Sonisweb	x		x		x	
Blackbaud Raiser's Edge	x		x		x	
Moodle	x				x	
Wasptime	x				x	
AccPacc	x		x		x	
KeyScan	x				x	
Polaris	x		x		x	
RMS (POS)	x		x		x	
PAX	x		x		x	
Front desk (parking)	x		x		x	
Academics (class lists)	x					
Maintenance Connection					x	
WIN-HR					x	
*NDnet (only if applicable)			x			

CONFIRMATION OF SYSTEMS UPDATES	
_____ Date: _____	
Signature of Registrar or Director, HR	
Date filed: _____	Filed by: _____

KEY:

- Sonisweb** – Change Name for a Student or Alumni
- Sonisweb** – Change Name for an Applicant
- Sonisweb** – Change Name for a Staff Member
- Blackbaud Raiser's Edge** - Change Name for a Constituent
- Moodle** – Change Name for a Student or a Staff member
- Wasptime** – Change Name for a Student or a Staff Member
- NDnet** – Change Name for a Student (only if applicable)
- AccPacc** – Change Name for a Customer
- KeyScan** – Change Name for a Student or a Staff Member
- Polaris** – Change Name for a Patron
- RMS (POS)** – Change Name for a Customer
- PAX** – Change Name for a Patient
- Maintenance Connection** - Change Name for a Staff Member
- Win-HR** – Change Name for a Staff Member
- Front desk** – payroll and parking – change name for Student, Staff member, Alumni
- Academics** – class lists – change name for student