



# CHANGE OF LEGAL NAME OR SOCIAL INSURANCE NUMBER

**SASKATCHEWAN POLYTECHNIC**  
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**SASKATCHEWAN POLYTECHNIC**  
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**SASKATCHEWAN POLYTECHNIC**  
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**SASKATCHEWAN POLYTECHNIC**  
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## THIS FORM IS USED TO REQUEST A CHANGE TO YOUR LEGAL NAME OR SOCIAL INSURANCE NUMBER IN SASKATCHEWAN POLYTECHNIC'S OFFICIAL STUDENT RECORD

In order to change your legal name, acceptable documentation must be provided to substantiate the changes. Submit this completed form and one of the following Original supporting documents to Enrolment Services. Original documents will be copied and returned to you immediately. When requesting a change of legal name by mail or email, a photocopy of the original supporting documentation must be provided and verified by a Guarantor\*. **Do not send original documents by mail.**

- Legal Change of Name Certificate
- Driver's Licence or Enhanced Driver's Licence
- Canadian Citizenship Card (with photo)
- Marriage Certificate
- Social Insurance Card
- Canadian or Foreign Passport
- Court Order for Adoption
- Naturalization Certificate
- Birth Certificate (when changing your name back to your birth name)

### PERSONAL INFORMATION

Saskatchewan Polytechnic Student Number	Date of Birth (Day, Month, Year)
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### CURRENT LEGAL NAME ON RECORD (REQUIRED FOR NAME CHANGE)

Current Legal Surname on Record	Current Legal First Name and Middle Name(s) on Record
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### NEW FULL LEGAL NAME

This change to your legal name will appear on official Saskatchewan Polytechnic student records, transcripts, and parchments.

Legal Surname	Legal First Name	
Legal Middle Name 1	Legal Middle Name 2	Legal Middle Name 3

### SOCIAL INSURANCE NUMBER (SIN)

Students who need to update their SIN must use this form. A correct SIN is required for T2202 income tax certificate submission to the Canada Revenue Agency.

To update your SIN, you must provide documentation to substantiate the change. Submit this form, in person or by mail, and indicate both your previous SIN and new SIN. This form must be accompanied by a photocopy of an original proof-of-identity document (i.e., driver's licence, passport, etc.) A photocopy of the original documentation must be verified by a Guarantor\*. **Do not send an original proof-of-identity document by mail.**

**Do not submit your SIN by email.** Your SIN is confidential and it's important to protect it. Students with extenuating circumstances must contact an Enrolment Services Manager. You will be required to verify your identity.

Surname (last name)	Email	
First Name	Middle Name(s)	Telephone (Area code required)
Previous SIN	New SIN	

### STUDENT SIGNATURE

**\* Supporting documentation must accompany your change \***

Signature

Date

\*The Guarantor's position and original signature must appear on the photocopy of your documentation. The Guarantor cannot be a relative and must be one of the following: lawyer, judge, police officer, commissioner for oaths, notary public, dentist, pharmacist, veterinarian, dean/head of university or college, teacher or school principal, mayor, postmaster, medical professional, professional accountant or engineer, signing officer of a bank/trust company or financial institution.