![KPU logo]

Student Information Change Form

Office of the Registrar Form

Students may complete this form to update changes to their legal name, preferred/chosen first name, residency status, or Social Insurance Number (SIN). Please complete all relevant sections and submit to studentinfo@kpu.ca.
Please note that copies of all supporting documents will become part of your official student record.

Please note that the following information can be changed via your Online Self-Service account (https://one.kpu.ca/):
• Mailing Address • Phone Number • Personal Email Address • Emergency Contact

Current Student Information		
First Name	Middle Name	Last Name
Student Number	Birth Date	Effective Date of Change(s):

Change of Legal Name
The following original legal documents are required:

☐ Legal proof of your name change such as:
- o A marriage certificate (issued by Vital Statistics, a religious organization or a marriage commissioner)
- o A divorce certificate (both married and previous names must be on the document)
- o A legal change of name certificate

☐ Government issued photo ID/driver's license with name change reflected.

Legal First Name	Legal Middle Name
Legal Last Name	Update my KPU student email address to reflect this name change? ☐ Yes ☐ No

Change of Preferred/Chosen First Name	
Preferred/Chosen First Name	Request to update my KPU student email address to reflect this name change? ☐ Yes ☐ No

Change of Residency Status: New original government-issued status document(s) are required.

From:
- ☐ Permanent Resident (Landed Immigrant)
- ☐ Student Authorization / Student Visa
- ☐ Refugee (Including Convention Refugee)
- ☐ Live-in Caregiver
- ☐ Other Visa or Permit _____

To:
- ☐ Canadian Citizen
- ☐ Permanent Resident (Landed Immigrant)
- ☐ Student Authorization / Student Visa
- ☐ Refugee (Including Convention Refugee)
- ☐ Live-in Caregiver
- ☐ Other Visa or Permit _____

Change of SIN: First-time submissions **must** be done at https://one.kpu.ca/ in the "Submit SIN" tile. To change your SIN, the original SIN document (card or letter) AND government-issued photo ID is required	
Previous SIN	Updated SIN

Student records are confidential and cannot be changed without the written consent of the student, unless otherwise required bylaw. Your signature indicates that you are requesting the record change and that the information contained herein is accurate to the best of your knowledge. KPU considers a falsified change request as fraud.	
Student Signature	Date

Office Use Only			
Date Received	Received By	Date Processed	Processed By

11-2021