



# Student Information Change Form

**Office of the Registrar Form**

Complete the relevant section(s) of this form to update your legal name, residency status, or Social Insurance Number (SIN) and submit (with supporting documents) via the relevant category at [kpu.ca/ses/personal-information](http://kpu.ca/ses/personal-information). 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 ([one.kpu.ca](http://one.kpu.ca)):

- Preferred Name
- 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:	
<input type="checkbox"/> Legal proof of your name change such as: <ul style="list-style-type: none"> <li><input type="checkbox"/> A marriage certificate (issued by Vital Statistics, a religious organization or a marriage commissioner)</li> <li><input type="checkbox"/> A divorce certificate (both married and previous names must be on the document)</li> <li><input type="checkbox"/> A legal change of name certificate</li> </ul>	
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No

Change of Residency Status: New original government-issued status document(s) are required.	
<b>From:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Resident (Landed Immigrant)</li> <li><input type="checkbox"/> Student Authorization / Student Visa</li> <li><input type="checkbox"/> Refugee (Including Convention Refugee)</li> <li><input type="checkbox"/> Live-in Caregiver</li> <li><input type="checkbox"/> Other Visa or Permit _____</li> </ul>	<b>To:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Canadian Citizen</li> <li><input type="checkbox"/> Permanent Resident (Landed Immigrant)</li> <li><input type="checkbox"/> Student Authorization / Student Visa</li> <li><input type="checkbox"/> Refugee (Including Convention Refugee)</li> <li><input type="checkbox"/> Live-in Caregiver</li> <li><input type="checkbox"/> Other Visa or Permit _____</li> </ul>

Change of SIN: First-time submissions <b>must</b> be done at <a href="https://one.kpu.ca/">https://one.kpu.ca/</a> 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