

## Personal Information Change Form

### CURRENT Personal Information in ACORN

<b>Student ID</b>	<b>Date of Birth</b> (YYYY/MM/DD)
<b>Surname</b>	
<b>Given Name(s)</b>	<b>Middle Name(s)</b>

### NEW Personal Information in ACORN and all U of T Academic Records

<b>Surname</b>	<b>Date of Birth</b> (YYYY/MM/DD)
<b>Given Name(s)</b>	<b>Middle Name(s)</b>
<b>Gender Identity</b> (Leave blank if you are not making a change)  <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Transgender Man <input type="checkbox"/> Transgender Woman <input type="checkbox"/> Transgender Person  <input type="checkbox"/> Two-Spirit <input type="checkbox"/> Genderqueer/Nonbinary <input type="checkbox"/> An identity not listed <input type="checkbox"/> Prefer not to answer	
<small>Note: Gender is not disclosed on the official academic record and will be used internally for statistical purposes only. The Sexual &amp; Gender Diversity Office offers free, confidential and sensitive support and resources to all students. To learn more, visit <a href="https://sgdo.utoronto.ca/support">https://sgdo.utoronto.ca/support</a>.</small>	

<b>Are you expecting to graduate soon?</b>	<input type="checkbox"/> June _____ (Indicate year) <input type="checkbox"/> November _____ (Indicate year)
<small>Note: If you are changing your name before convocation, name changes must be completed by mid-March for June ceremonies and mid-September for November ceremonies. Your name as it appears on ACORN is the name that will appear on your diploma. If you are graduating and wish to have accents appear on your diploma, or wish to remove a period after an initial in your name, you must request this through the Office of Convocation website, by the name change deadline, at <a href="http://www.convocation.utoronto.ca">www.convocation.utoronto.ca</a>.</small>	

<b>Sign and Date</b>  <input type="checkbox"/> Yes, I have read and understand the information provided on this form.	<b>By signing below, you acknowledge that when any changes to your name are made, the new name will be used on your official academic record, transcript, and diploma. If your name has been changed to something other than your formal legal name (e.g. preferred name), future employers, licensing bodies, student loan issuers, and other educational institutions may require legal proof that the transcripts and diplomas being used are legitimately yours. Your previous TCard must be surrendered to the TCard Office. Please see page 2 for more details.</b>
<b>Student Signature</b>	<b>Date</b> (YYYY/MM/DD)

You may use the Personal Information Change Form to make one of the following changes to your official academic record (i.e., transcripts, certificates, and diploma):

- Correct a mistake in your name
- Add, remove, or change middle name(s) or middle initial(s)
- Change your name to something different from your formal legal name (i.e., lived name)
- Change your name prior to graduation
- Change your name on an existing diploma or certificate (requires supporting documentation)
- Change your gender identity

Note: To add missing accents or characters to your name before graduation (e.g., Adèle), or to remove a period after an initial in your name, please visit the Office of Convocation website and download the Name on Diploma Form:

<https://governingcouncil.utoronto.ca/diplomas-documents/name-diploma>.

### **Changing Your Online Display Name**

Students can add and/or update their display first name on university systems (e.g., Quercus, UTmail+) at any time by visiting <https://my.auth.utoronto.ca>.

### **Changing your name to something different than your formal legal name?**

It is important to know that changes to your name will be reflected on your official academic record, transcripts, certificates, and diploma. Changing your name to something other than your legal name may result in complications with the verification of your credentials and transcripts for processes such as job applications, student loans (OSAP/Bank Loans), taxes (T2202A), professional licensing bodies (e.g., engineering, medicine, law, dentistry, architecture), and applications to other educational institutions (e.g., graduate school applications, universities transfers).

Students who wish to avoid some of these challenges may consider changing their name back to their formal legal name prior to convocation. You may do so by submitting this form to the UTM Registrar's Office by the name change deadline listed on our website at: <https://www.utm.utoronto.ca/registrar/graduation/checklist>.

### **TCard Issuance**

To change your name on your TCard, you must first change the name on your academic record by using this form. Your previous TCard must be surrendered in order to avoid replacement fees. Please see the TCard Terms and Conditions for more information: <http://tcard.utoronto.ca/>.

### **UTORid**

UTORids cannot be changed even after you have changed your name on the official academic record. Please visit the Information Commons Help Desk for more information: <https://uthrprod.service-now.com/infocomm/help.desk@utoronto.ca>

### **Email Address**

If you wish to change your individual email address after you have changed your name you may do so by visiting the UTORid Change your email address website: <https://www.utorid.utoronto.ca/cgi-bin/utorid/changeemail.pl>.

## Valid Identification

The following is a list of identity documents the University accepts:

- Passport (Canadian or International)
- Canadian Driver's Licence
- Canadian Provincial Photo Card
- Canadian Nexus Card
- Permanent Resident (PR) Card issued by the Government of Canada
- Certificate of Indian Status issued by the Government of Canada
- Canadian Armed Forces Identification Card
- Department of Foreign Affairs International Trade Identity Card
- Single Journey Travel Document with photo
- Refugee Protection Claimant Document with photo

**Please note, your photo ID must be currently valid (i.e., not expired), match the name on the University's record system, and contain a photo no more than 5 years old.**

## Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy.

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.