

## Change of Name and/or Gender In-Person Request Form

*(only for requests that cannot be submitted online through Colleague Self Service)*

To begin a change of name and/or gender request the University of New Brunswick requires two pieces of supporting identification in order to verify the record of the UNB community member making the request if not submitted by UNB Login. Supporting identification includes the following:

- Provincial Change of Name certificate
- Birth certificate
- Marriage certificate
- Court order proving a name change
- A completed statutory declaration verified by a Notary Public
- Valid government-issued photo identification (issued by a province or territory, or the equivalent abroad)
- Foreign Passport or Nexus card
- UNB identification card

### Statement of Risk

Appropriate risk management is essential for your personal health and safety. While the University of New Brunswick will take all necessary steps to ensure that you and your personal information are protected, some potential risks do still exist when choosing to use a name other than your legal name. Please ensure you consider the following when updating your information under UNB's Chosen Name Policy:

- By updating your chosen name field, you are requesting that UNB use this name in all future correspondence with you. This includes phone, mail, and email correspondence.
- There are a limited number of circumstances where UNB may have access to or be required to use your legal name. These include, but are not limited to financial documents and immigration documents.
- You are responsible for ensuring that your legal and chosen name information is up-to-date both within and outside of UNB. Temporary residents who decide to change their name while in Canada and who wish to have their new name recognized by Immigration Refugees and Citizenship Canada (IRCC) should refer to the Government of Canada's **Change of name for reasons other than clerical administrative error** [document](#).
  - It is important for temporary residents to keep all governmental departments tasked to work with your documents informed of official name changes. For information on providing evidence of legal name change to IRCC refer to the above link.
- The University of New Brunswick will not be held liable for any loss, damage, injury, or other adverse effects resulting from you filing a Chosen Name that differs from your legal name or for you filing a change to your gender identity with UNB.
- Independent databases that are not updated by UNB's central systems will not automatically update to reflect a new chosen name. Always ensure that you understand how and where information about your legal and chosen names are stored.

Please complete **Section 1** of this form and submit to the appropriate university office.

**Section 1: completed by UNB Community Member**

**Confirmation of Information** currently recorded in UNB information system

Legal Last Name	Given Name(s)
Middle Name(s) or Middle Initial(s)	<input type="checkbox"/> Please indicate if you are an alumni or former student. <input type="checkbox"/> Please indicate if you are a former employee.
Student/Employee Number	

**Remove Chosen Name and/or Gender Identity Information**

Chosen First Name  
  Chosen Middle Name(s)  
  Gender Identity  
  Personal Pronoun

**Add Chosen Name and/or Gender Identity Information**

Chosen First Name(s)	Chosen Middle Name(s)
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Gender Identity: Select a gender identity option from the list provided.  
(leave blank if you are not updating gender identity)

<input type="checkbox"/> Cis Woman	<input type="checkbox"/> Cis Man	<input type="checkbox"/> Two-Spirit
<input type="checkbox"/> Indigenous Gender Identity	<input type="checkbox"/> Transgender Woman	<input type="checkbox"/> Transgender Man
<input type="checkbox"/> Nonbinary	<input type="checkbox"/> Genderfluid	<input type="checkbox"/> Gender-nonconforming
<input type="checkbox"/> Genderqueer	<input type="checkbox"/> Not specified	

Personal Pronoun: Select a personal pronoun option from the list provided.

<input type="checkbox"/> He/Him/His	<input type="checkbox"/> She/Her/Hers	<input type="checkbox"/> Use my name as my pronoun
<input type="checkbox"/> They/Them/Their	<input type="checkbox"/> Ey/Em/Eirs	<input type="checkbox"/> Fae/Faer/Faers
<input type="checkbox"/> Xe/Xem/Xyr	<input type="checkbox"/> Ze/Hir/Hirs	<input type="checkbox"/> Ze/Zir/Zirs
<input type="checkbox"/> He/They	<input type="checkbox"/> She/They	

**Graduation Status** (Please check one of the following graduation statuses)

<input type="checkbox"/>	*I expect to graduate within 3 months of completing this form.
<input type="checkbox"/>	I will not be graduating this year.
<input type="checkbox"/>	I graduated and will be requesting a <a href="#">replacement diploma</a>

\*Chosen name changes must be completed by March 1st for May ceremonies and September 1st for October ceremonies. Your name as it appears on your UNB login account is the name that will appear on your diploma

**Authorization**

Signature	Date (yyyy/mm/dd)
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By signing, you acknowledge that when any changes to your name and/or gender 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, 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 UNB ID card must be surrendered to the UCard office. Please refer to the [UNB Chosen Name and Gender Identify Policy and Guidelines](#) for additional information.

**Section 2: completed by UNB**

Proof of Identity Confirmed  <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Type of Identification Presented <i>(only record type of ID presented, e.g. "drivers license")</i>	Supporting Documentation (if applicable)
If rejected, provide reason:		
Processed by	Signature of Staff	Date (yyyy/mm/dd)

### Request Submission

Submit your request to the appropriate campus office if you do not have active UNB login credentials.

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| Office of the Registrar<br>Fredericton<br>Sir Howard Douglas Hall, Room 201<br><a href="mailto:registrar@unb.ca">registrar@unb.ca</a><br>506-453-4864 | Saint John<br>Oland Hall, Room 132<br><a href="mailto:unbsjreg@unb.ca">unbsjreg@unb.ca</a><br>506-648-5670 |
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| People & Culture<br>Fredericton<br>I.U.C. Physics Building, Room 102<br><a href="mailto:hbrandod@unb.ca">hbrandod@unb.ca</a><br>506-453-4648 | Saint John<br>Philip W. Oland Hall, Rooms 122/123<br><a href="mailto:hbrandod@unb.ca">hbrandod@unb.ca</a><br>506-648-5941 |
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- Other community members should consult with the office they are primarily affiliated.