STUDENT CHANGE OF INFORMATION

Email completed form to: Registrar@keyano.ca

If you have experienced, for example, a name, address, or e-mail change that will impact communication between Keyano College and yourself, please complete and submit this form to Office of the Registrar.

KEYANO STUDENT ID

Current Name (as it exists in Keyano's Student Information System)

LAST NAME	FIRST NAME	NICK NAME

New Contact Information

APT # / STREET ADDRESS	DAYTIME PHONE	E-MAIL ADDRESS
CITY	EVENING PHONE	FAX
PROVINCE, COUNTRY, POSTAL CODE		CELL PHONE

Change of Citizenship Status

☐ Canadian Citizen ☐ Permanent Resident ☐ Refugee Status ☐ Study Permit ☐ Other/Work Visa

Declaration of Indigenous/Aboriginal Status

☐ Status Indian/First Nations ☐ Non-Status Indian/First Nations ☐ Métis ☐ Inuit

Birthdate Correction

EXISTING, INCORRECT BIRTHDATE	CORRECT BIRTHDATE

Preferred Name Change (which will change the first name on email and class lists)

PREFERRED FIRST NAME

_____

Legal Name Change (name to be changed to the following)

NEW LAST NAME	NEW FIRST NAME (LEGAL)	NEW MIDDLE NAME (LEGAL)

REASON FOR NAME CHANGE

☐ Adopted ☐ Divorced ☐ Married ☐ Preference

Declaration of Applicant

I declare that I have officially changed my name from _____ to _____, and request that the name on my academic record be amended to reflect this change. I have submitted the official documentation as required (e.g. marriage certificate, legal name change documentation, decree absolute, etc.). I acknowledge that my former name shall remain part of my official academic record and may be reported on official documentation such as transcripts and have included supporting legal documentation for the changes noted above. I certify that the information provided above is true and complete in all respects and that no relevant information has been withheld. I understand that the provision of false or incomplete information may result in discipline under Keyano College's Student Rights & Responsibilities Policy, beginning on page 29 of the Credit Calendar (available at keyano.ca)

STUDENT'S SIGNATURE	DATE

Office Use Only

Legal Documentation Provided

☐ Marriage Certificate ☐ Decree Absolute ☐ Driver's Licence ☐ Divorce Decree ☐ Birth Certificate ☐ Passport

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

Keyano College Office of the Registrar | 8115 Franklin Avenue, Fort McMurray AB T9H 2H7
Toll Free 1.800.251.1408 | Telephone 780.791.4801 | E-Mail registrar@keyano.ca
www.keyano.ca/forms

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