



Student Information Change Form

Office of the Registrar Form

Students may complete this form to update changes to their legal name and/or residency status. Please complete all relevant sections and submit with supporting legal documentation to any Student Enrolment Services office. 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 (www.kpu.ca/oss):

- 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 Name:	
The following original legal documents are required (scanned copies of originals may be accepted):	
<input type="checkbox"/> Legal proof of your name change such as: <ul style="list-style-type: none"> <input type="radio"/> A marriage certificate (issued by Vital Statistics, a religious organization or a marriage commissioner) <input type="radio"/> A divorce certificate (both married and previous names must be on the document) <input type="radio"/> A legal change of name certificate 	
<input type="checkbox"/> Government issued photo ID/driver's license with name change reflected.	
First Name	Preferred Name
Middle Name	Last Name
Update my KPU student email address and my Moodle account to reflect this name change. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Change of Residency Status (In-Person Only):	
To update your residency status, you must submit new original government-issued status document(s).	
From: <ul style="list-style-type: none"> <input type="checkbox"/> Permanent Resident (Landed Immigrant) <input type="checkbox"/> Student Authorization / Student Visa <input type="checkbox"/> Refugee (Including Convention Refugee) <input type="checkbox"/> Live-in Caregiver <input type="checkbox"/> Other Visa or Permit _____ 	To: <ul style="list-style-type: none"> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (Landed Immigrant) <input type="checkbox"/> Student Authorization / Student Visa <input type="checkbox"/> Refugee (Including Convention Refugee) <input type="checkbox"/> Live-in Caregiver <input type="checkbox"/> Other Visa or Permit _____

Student records are confidential and cannot be changed without the written consent of the student, unless otherwise required by law. 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