



Student Information Change Form

Office of the Registrar Form

Students may complete this form to update changes to their legal name, residency status, or Social Insurance Number (SIN). Please complete all relevant sections and submit to studentinfo@kpu.ca. 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:	
<input type="checkbox"/> Legal proof of your name change such as: <ul style="list-style-type: none"> ○ A marriage certificate (issued by Vital Statistics, a religious organization or a marriage commissioner) ○ A divorce certificate (both married and previous names must be on the document) ○ 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:	
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 _____

Change of SIN: First-time submissions must be done at https://one.kpu.ca/ 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 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