

Gender Expression and Identity Change Request Form

This request is for the purpose of changing student(s) preferred display name, display gender, or both display name and gender in the College Student Information System and those systems to which it is connected.

Display name changes will not appear on official documents such as transcripts and credentials. Students, who wish to change their legal first, legal last name and gender identity, must submit proof of the legal change by including an official government-issued name change document along with a piece of valid government-issued photo identification containing the new legal first name, last name and gender identity.

Gender Expression and Identity Change Request Process

1. Students complete and save this form.
2. Students then submit a case to the Registrar's Office, including this form as an attachment via <https://algonquincollege.force.com/myACRegistrarOffice/s/login/>

Note: Please use algonquinlive student email when submitting your case.

3. The Registrar's Office will process the request.
4. Students will receive an email from the Registrar's Office, confirming they have received and processed the request. Please allow 48 hours from the time you receive the confirmation email for the changes to take place.
5. Changes are in effect and are updated in the following College systems:
 - a. Student ID/uPass
 - b. Student email display name
 - c. Name tag (if applicable)
 - d. Brightspace display name
6. Students who have a Student ID/uPass card must contact Algonquin Card Services to receive an updated card with the reflected changes.

Gender Expression and Identity Change Request Options

Please select one of the following options:

- Preferred Name ☐
- Gender Expression ☐
- Both Preferred Name and Gender Expression ☐
- Legal Gender Expression and Identity ☐

Please complete the following:

- Student Number _____
- Current Student First Name _____
- Current Student Last Name _____
- Current Gender Identity **Male** ☐ **Female** ☐ **Unidentified** ☐
(check one)
- New Preferred First Name _____
- New Preferred Gender Identity **Male** ☐ **Female** ☐ **Unidentified** ☐
(check one)

OR (for legal change requests)**

- New Legal First Name _____
- New Legal Last Name _____
- New Legal Gender Identity **Male** ☐ **Female** ☐ **Unidentified** ☐
(check one)

*****please include the official government-issued name change document AND one piece of valid government-issued identification with this form.***

Student Signature: _____

Date: _____