



CHANGE OF NAME

Student Records

SW1–1st Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 TF 1.866.434.1610 (Canada & US) E records@bcit.ca

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit as an email attachment to records@bcit.ca.

PLEASE NOTE

- Your BCIT ID is yours for life. **Do not create a duplicate BCIT ID number.**
- You can email, mail or drop off this form and accompanying documentation to the above address. **Please do not fax.**

Fields marked with an asterisk (*) are **mandatory**.

PERSONAL INFORMATION

Your BCIT ID Number* AO		Birth Date (DD-MMM-YYYY)*	
Previous Surname*	Given Name*		Middle Name
New Surname*	Given Name*		Middle Name

CONTACT INFORMATION

Please provide at least one phone number*

Mailing Address (number and street)*			Home Phone Number
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

Attach 2 pieces (copies) of ID 1 legal change of name OR 1 marriage certificate OR 1 birth certificate (if reverting to maiden name)
and 1 picture ID – please specify:

OFFICE USE ONLY – Please forward this form to Student Records for processing. Please stamp copies of original documents “ORIGINAL SEEN”.

Taken By	Local	Date (DD-MMM-YYYY)
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