

# Name Change Request



Enrolment Services  
805 TRU Way,  
Kamloops, BC V2C 0C8  
tru.ca | 250.852.7000  
Email: records@tru.ca

## Use this form to:

- Request a change to your Legal Name on file at TRU
- Add or change a Preferred Name that you would like us to use here at TRU

### Directions:

Submit this completed form, along with any required documentation, by one of the following:

- in-person at Enrolment Services or The Office of Student Affairs (Kamloops campus Old Main Building)
- by email to [records@tru.ca](mailto:records@tru.ca)
- by mail to TRU Enrolment Services, 805 TRU Way, Kamloops, BC V2C 0C8

### For Office Use Only

Date Received

Date of Change of Legal Name  
(if applicable)

Date of Change of Preferred Name  
(if applicable)

## Part A: Important information about names at TRU

### Legal Name:

This is the name that appears on official government documents such as your Birth Certificate, Passport or Driver's License.

Unless you have made a request to change your Legal Name here at TRU, the name you gave us when you applied to TRU is the name we have recorded as your Legal Name.

Your Legal Name is what will appear on official TRU documents such as your transcripts, or where there is a statutory requirement for us to include your Legal Name when reporting to government agencies.

Unless you have provided us with a Preferred Name, your Legal Name will also be used for regular communication from and within TRU including class lists for instructors and your Campus Card.

### Preferred Name:

Providing a Preferred Name is optional. This is a name, other than your Legal Name, that you commonly use to identify yourself and would prefer TRU to use for regular communication from and within TRU including class lists for instructors and your Campus Card.

Preferred Names are not used for official TRU documents such as transcripts, or where there is a legal requirement for us to report your Legal Name.

While we use the phrase "Preferred Name," for many people, this is not just a preference: it is the only name they use and it is essential to their identity with potential negative impacts if not used properly.

While TRU allows students to indicate their preferred name without changing their legal name, there are potential impacts of this practice that should be considered:

Official documents are often used to verify one's identity when applying for work, or additional education. Some employers, licensing bodies, or other educational institutions may question the use of a preferred name in daily or informal correspondence. If someone is using a preferred name consistently, this may cause some confusion in situations where official documents have to be provided.

# Name Change Request



**THOMPSON  
RIVERS  
UNIVERSITY**

Enrolment Services  
805 TRU Way,  
Kamloops, BC V2C 0C8  
tru.ca | 250.852.7000  
Email: records@tru.ca

Part B: Personal Information	
TRU Student Number:	
Date of Birth (DD/MM/YYYY):	
Current Legal Name on file at TRU:	First/given:
	Middle (optional):
	Last/surname:
Mailing Address:	Street Address:
	City/Town/Village:
	Province/State:
	Postal/Zip:
	Country
Primary Telephone Number:	
Email Address:	

Part C: Legal Name	
Complete this section if you are requesting a change to your Legal Name	
New Legal Name:	First/given:
	Middle (optional):
	Last/surname:
Documentation Provided: <i>(Legal Name Change requests must be accompanied by a copy of one of the following legal documents)</i>	Check one: <input type="checkbox"/> Department of Vital Statistics Certificate of Name Change <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Government issued photo identification
Authorization:  By signing, you agree to the change requested as per the information provided in Part A.	Student's Signature:
	Date:

Part D: Preferred Name	
Complete this section if you are requesting to add or change a Preferred Name	
Current Preferred Name on file: (if applicable)	First/given:
	Middle (optional):
	Last/surname:
New Preferred Name:	First/given:
	Middle (optional):
	Last/surname:
Authorization:  By signing, you agree to the change requested as per the information provided in Part A.	Student's Signature:
	Date: