

Notice of Address/Name Change Form

Full Name:	Student ID:
E-mail:	

Changes requested:

- ☐ Address Change (Complete Section 1)
☐ Name Change (Complete Section 2)
☐ Correction to Personal Information Requested (please attach government issued ID)

Required Correction: _____

Section 1 – Change of Address
New mailing address:

(To which all mail will be sent)

Street, Avenue, P.O. Box number	
City or Town	Province
Postal code	Home telephone

New permanent address:

(If different from mailing address)

Street, Avenue, P.O. Box number	
City or Town	Province
Postal Code	Home telephone

Section 2 – Change of Name
Current name:

Last name	Suffix (ex. Jr. Sr.)
First name	Middle Name
Preferred first name	

Change name to: (Legal names only)

Last name	Suffix (ex. Jr. Sr.)
First name	Middle name
Preferred first name	

Change of name must be accompanied by one of the following official documents:

- ☐ Legal Change of Name Certificate ☐ Passport
☐ Marriage Certificate ☐ Birth Certificate (when changing your name back to your birth name)

 Student Signature

 Date

SRS ENTRY (OFFICE USE ONLY)

DATA INPUT DATE	INITIALS

Send completed forms to admissions@northernlakescollege.ca

Questions regarding this form are to be directed to the identified Form Administrator.

Related Northern Lakes College Documents:	Academic - College Parchment Procedure
Form Owner:	Registrar
Form Administrator:	Administrative Assistant, Registrar
Approved By:	President's Advisory Team
Revision History:	September 12, 2018: Revised August 17, 2022: Update to template, content, and superseding statement August 17, 2023: Update to template, content, and superseding statement September 24, 2025: Revision of POPA statement

The personal information that you provide to Northern Lakes College is collected under the authority of the *Post-Secondary Learning Act* and section 4 of the *Protection of Privacy Act* (Alberta) ("POPA"). The information is collected, and will be used and disclosed for purposes including mailing/emailing information to you, confirming identity, and updating legal name. Collected personal information is protected from unauthorized access, use, and disclosure in accordance with POPA. Questions regarding the collection, use, and disclosure of personal information can be directed to: Privacy Officer at privacy@northernlakescollege.ca.