



STUDENT INFORMATION:

Last Name:		Legal Given Name:	
Student Number:	A	Phone Number:	
Email Address:			
Preferred First Name:			

Your Preferred First Name

A preferred or chosen name is a name that you commonly use that is different from your legal name - it is about what you want to be called.

While we use the phrase “preferred name”, for many students, this is not just a preference: it is the only name they use and it is essential to their identity. Your preferred first name is the first name you commonly go by, and differs from your legal first name. It is especially important for transgender and non-binary students, whose university experience and well-being are negatively impacted when their preferred name is not used.

Saint Mary’s University, like many other institutions, requires that individuals use their legal name on all legal records and official documents. However, the University also recognizes that, as an inclusive community, many of its members use first names other than their legal first names to identify themselves. The University acknowledges that a first name can and should be used wherever possible in the course of University business and education.

YOUR PREFERRED NAME WILL BE REFLECTED ON THE FOLLOWING:

Your preferred name will appear on Brightspace and the Library ID Card System soon after submitting your application. The University is working on updating our system so your preferred name is reflected on Self- Service, Class lists and Activate.

YOUR LEGAL NAME WILL APPEAR ON THE FOLLOWING:

All official documents but not limited to Transcripts, Parchment, Confirmation of Enrollment Letters and Official Tuition Tax Receipts.

If you have changed your legal name since applying for admission, you can fill out the **Change of Personal Information Form** available at smu.ca/academics/ar-service-centre-forms.html . You will need to provide legal documentation confirming your name change (valid driver's license, passport, birth certificate, marriage license, etc.).

Please submit completed forms to records@smu.ca.

I have read the information above and understand the uses of my Legal Name and Preferred Name.

Student Signature:		Date:	
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OFFICE OF THE REGISTRAR:

Updated By:		Date:	
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