

Request to Declare a Chosen Name

PERSONAL DATA CURRENTLY ON RECORD

Student ID: _____

Legal first name: _____

Birth date: _____

Legal last name: _____

DECLARATION OF CHOSEN FIRST NAME

Chosen First Name: _____ Preferred Prefix: _____ e.g., Ms., Mr., Mx., etc.

 Remove any Prefix from my record (leave prefix blank)

OPTIONAL DECLARATION OF PERSONAL PRONOUN

This information is recorded to help our staff in addressing you appropriately, and to better understand our student population.

Personal Pronouns: _____ e.g., She, He, They

 Please just use my name and avoid pronouns altogether

STUDENT DECLARATION

I have read, understood, and accept the terms indicated below with respect to the change of my personal data.

Signature: _____

Date: _____

NOTES ABOUT DECLARING A CHOSEN NAME

Chosen first names will be used for limited internal purposes only and do not constitute a legal name change. The University will retain records of all chosen first names declared by a student in addition to any legal first names. The chosen first name declared by a student may be used by the University in future correspondence to the student or about the student to external parties. At present, declaring a chosen first name will also update the first name displayed in the following internal systems:

- Nipissing University Student ID card
- Nipissing University Student Email display name
- Class lists
- BlackBoard Learn
- WebAdvisor display name (note that some forms within WebAdvisor will still use your legal first name as described below)

Informal name changes may not be reflected on transcripts, enrollment verifications, tax forms, and various other internal systems, in addition to external reporting systems that fall under the Policies on Student Records and Notification of Disclosure. A student's legal name may continue to be used in these areas regardless of whether a chosen first name has been declared by the student. External institutions including but not limited to OSAP, RESP providers, potential employers, other post-secondary institutions, Revenue Canada, police records check services, and student health insurance providers may not accept or recognize the new chosen first name. Students understand and agree that inconsistency between the chosen first name used by the University and the given name used by external organizations may cause the student unexpected difficulty and it is solely the student's responsibility to resolve such difficulties. Nipissing University reserves the right to refuse to accept chosen first names that are incompatible with the Student Information System such as those that are symbols or numerical sequences.

PROTECTION OF PRIVACY Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992.

Pursuant to the Freedom of Information and Protection of Privacy Act, you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs".

Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services.

Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.