



Notification of Name and/or Address Change

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 1301 - 16 Avenue NW
 Calgary, AB T2M 0L4
 Phone: 403.284.7248
 Toll-free: 1.877.284.7248
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 Email: inquiry@sait.ca

I request to *(please check all that apply)*

Change or update my personal address on file *(Please complete sections A and B)*

Change my legal name on record *(Please complete sections A, B and C)*

Change my preferred name on record *(Please complete sections A and D)*

Signature	Date
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A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Former Name(s) <i>(if applicable)</i>		Please Select Student Alumni	
Address		City	Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business
Email Address		Postal Code	

B) My New Mailing Address

Address		City	Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business
Effective Date		Postal Code	

C) Legal Name Change

New Last Name	New First Name	New Middle Name
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Legal name change requires a **copy** of one of the following documents to be included with the name change request: Official Legal Name Change, Marriage Certificate, Divorce Decree with copy of Birth Certificate, or Passport.

Legal Name Change Marriage Certificate Divorce Decree with Birth Certificate Passport

SAIT is **required** to match student information with the Alberta Government for reporting purposes. Please fill out and submit the [Alberta Education PIC](#) form to update your Alberta Student Number (ASN) record along with the proposed Legal Name Change above.

D) Preferred Name Change

Preferred Last Name	Preferred First Name
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IMPORTANT: Legal name will remain present on official student records including but not limited to transcripts, diplomas and certificates (parchments), government reporting, tuition fee invoices and/or receipts, official letters, etc.

Until further notice, it is not possible for students to get a mobile ID with their preferred name as legal name is utilized from Banner. A physical card can be created upon request for a preferred name change.

Students with UPass requesting a preferred name change may lose access to the UPass for that semester if their email address is changed after the add/drop period. Please contact the Card Office with any questions about UPass access.

FOIP Notification

The personal information you provide on this form is collected under the authority of the [Post Secondary Learning Act](#) of Alberta and the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process a name and/or address change. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at foip.coordinator@sait.ca.

Records updated by	Date
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