



# Notification of Name and/or Address Change

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 Calgary, AB T2M 0L4  
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 Toll-free: 1.877.284.7248  
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 Email: [inquiry@sait.ca](mailto:inquiry@sait.ca)

I request to <i>(please check all that apply)</i>	
Change or update my personal address on file <i>(Please complete sections A and B)</i>	
Change my legal name on record <i>(Please complete sections A, B and C)</i>	
Signature	Date

## 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
Legal name change requires a <b>copy</b> 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

## FOIP Statement

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 403.284.8748.

Records updated by	Date
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