



REGISTRAR'S OFFICE
3000 College Dr. S
Lethbridge Alberta T1K 1L6
Tel: 403.394.7371
Fax: 1-888-819-9803
Email:
records@lethbridgecollege.ca

REGISTRAR'S NAME CHANGE/CORRECTION FORM

This form may be used to request a change or correction of legal name to a Lethbridge College record.

A copy of one of the following original documents must be provided with your request. Please select:

Drivers License

Marriage Certificate

Legal Change of Name Certificate

Passport

Lethbridge College Student ID: s

(Leave Blank if unknown)

Date of Birth: _____

(YYYY/MM/DD)

Change From:

Last Name: _____

First Name: _____

Middle Name: _____

Change To:

Last Name: _____

First Name: _____

Middle Name: _____

Signature: _____ Date: _____

Options for submitting documentation and the completed form:

Scan and Email: records@lethbridgecollege.ca

FAX: 1-888-819-9803

Mail: Records office, Lethbridge College, 3000 College Dr S, Lethbridge, AB T1K 1L6

Present in-person: Registrar's Office, Lethbridge College

For inquiries related to the name change requests, call: 403-394-7371

Office Use Only:

- Refer to the following procedure to evaluate the record and process the applicable solution:

PROCEDURE_Email_DRUS_XLDP_fromNameChange.docx

Term Enrolled _____ Email Address Updated (DRUS) _____ Email IT _____

Completed by: _____ Date: _____

-Your personal information is being collected under the authority of subsection 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for the purpose of processing your Name Change request and uses consistent with this purpose. It may be used and disclosed to other College departments and employees for this purpose, or for a use consistent with this purpose. If you have a question about the collection, use, disclosure or protection of your personal information, please contact Lethbridge College's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

(2021/2/10)