Name Change
Policy and Procedure

Documentation is required.

The student has to be enrolled at the college presently.
It is not processed for a former student or a student who graduated, unless under very special circumstances which requires a court order.

- For the presently enrolled student, the student must bring official government documentation to show proof of the name change to the Registrar’s Office.

- The documents required could be one or more of these documents, depending if it is a change of name from name to another, or the student only wants to now show, Sr., Jr. or I, II, III etc.

- If the student is graduating it must be changed before diplomas are ordered.

- A copy of the document will made in the Registrar’s Office:

  The official documents which can be presented are:
  Birth certificate
  Driver’s license
  Passport
  Marriage license
  Divorce papers from the court
  Court order

- The student is also required to also show the Maritime College student’s ID card.

- The person has to see the Principal Clerk to complete a special contact form.

- The name change should be processed before grade recording time so that the new name appears on the grade roster.

It is then changed within a day or two and all appropriate offices are notified.

C: Name change policy 4/07/09