



**Customer Services**

MA 211, Heritage Hall  
1301 – 16<sup>th</sup> Avenue NW  
Calgary, AB T2M 0L4  
Phone: 403 284 7248 / toll-free 877 284 7248  
Fax: 403 284 7112

**NOTIFICATION OF NAME and/or ADDRESS CHANGE**

Please check all that apply

- I request to:**  change or update my personal address on file (Please print and complete sections A and B)  
 change my Apprenticeship employer’s address (Please complete sections A, B and C)  
 change my legal name on record (Please complete sections A, B and D)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**A) Personal Information** (as currently on file)

Student ID Number \_\_\_\_\_ Please check:  Student  SAIT Alumni  
Surname \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Previous name(s) if applicable \_\_\_\_\_

**B) My New Permanent Mailing Address**

Street Address / Box No. \_\_\_\_\_  
City \_\_\_\_\_ Province/Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone Numbers Home (\_\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_\_) \_\_\_\_\_  
Effective Date of New Address \_\_\_\_\_ Email \_\_\_\_\_

**C) Apprenticeship Employer’s New Contact Information**

Apprenticeship Number \_\_\_\_\_ Effective Date of New Address \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Street Address / Box No. \_\_\_\_\_  
City \_\_\_\_\_ Province/Country \_\_\_\_\_ Postal Code \_\_\_\_\_  
Employer Phone Numbers Home (\_\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_\_) \_\_\_\_\_

**D) Legal Name Change**

Request to Change Legal Name to:  
Surname \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Legal name changes require a copy of one of the following documents: Official Legal Name Change; Marriage Certificate; or Divorce Decree with copy of Birth Certificate; or Passport.  
• Copy of Official Documents Attached:  
 Legal Name Change  Marriage Certificate  Divorce Decree with Birth Certificate  Passport

Records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information your provide on this form is collected under the authority of the Technical Institutes Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to update your personal record to indicate the requested name and/or address change and will be processed appropriately. Any questions concerning the collection of this personal information may be directed to the Customer Services Department, (1301 – 16 Avenue NW, Calgary, AB T2M 0L4) and may be reached at (403) 284 – 7248.