



Notification of Name and/or Address Change

Student Services
AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112
Email: advising@sait.ca

Submit to Student Services for processing

Please check all that apply

- I request to: Change or update my personal address on file (Please 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

SAIT Student ID Number _____
 Last Name _____ First _____ Middle _____
 Former Name(s) if applicable _____ Please Check: Student SAIT Alumni

B) My New Permanent Mailing Address

Mailing Address _____ City/Town _____
 Province _____ Country _____ Postal Code _____
 Primary Phone _____ Alternate Phone _____ Email _____
Effective Date of New Address _____

C) Apprenticeship Employer's New Contact Information

Apprenticeship Number _____ **Effective Date of New Address** _____
 Employer Name _____
 Mailing Address _____ City/Town _____
 Province _____ Country _____ Postal Code _____
 Primary Phone _____ Alternate Phone _____ Email _____

D) Legal Name Change

Request to Change Legal Name to:
 Last Name _____ First _____ Middle _____
 Legal name change requires a **copy** of one of the following documents: Official Legal Name Change; or 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 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 of this information, contact the Student Services' FOIP representative at 403.284.8069.