

PROOF OF LEGAL NAME

ACCEPTABLE DOCUMENTS

Satisfactory proof of identity and legal name can be fulfilled by logging into [My Portal](#) and uploading a PDF attachment of **one** of the following primary identification documents:

- Birth Certificate
- Passport
- Marriage certificate
- both sides of a Canadian Citizenship Certificate or Card
- both sides of a Permanent Resident Card
- Legal Name Change document
- landing immigration papers
- Canadian driver's licence card
- Nexus identification card

If You Have Changed Your Legal Name

If the name under which you have applied (or registered) and/or the name under which your degree(s) or transcript(s) was granted is different from that which appears on the proof of legal name document, you must submit a service request by logging in to My Portal, selecting Obligations and Requests and choosing Service Requests. Click on Legal Name Change and complete the form. You will need to upload an official document supporting your change of legal name (i.e. Marriage Certificate or Legal Name Change document), endorsed with the words "this is a certified true copy" signed and dated.