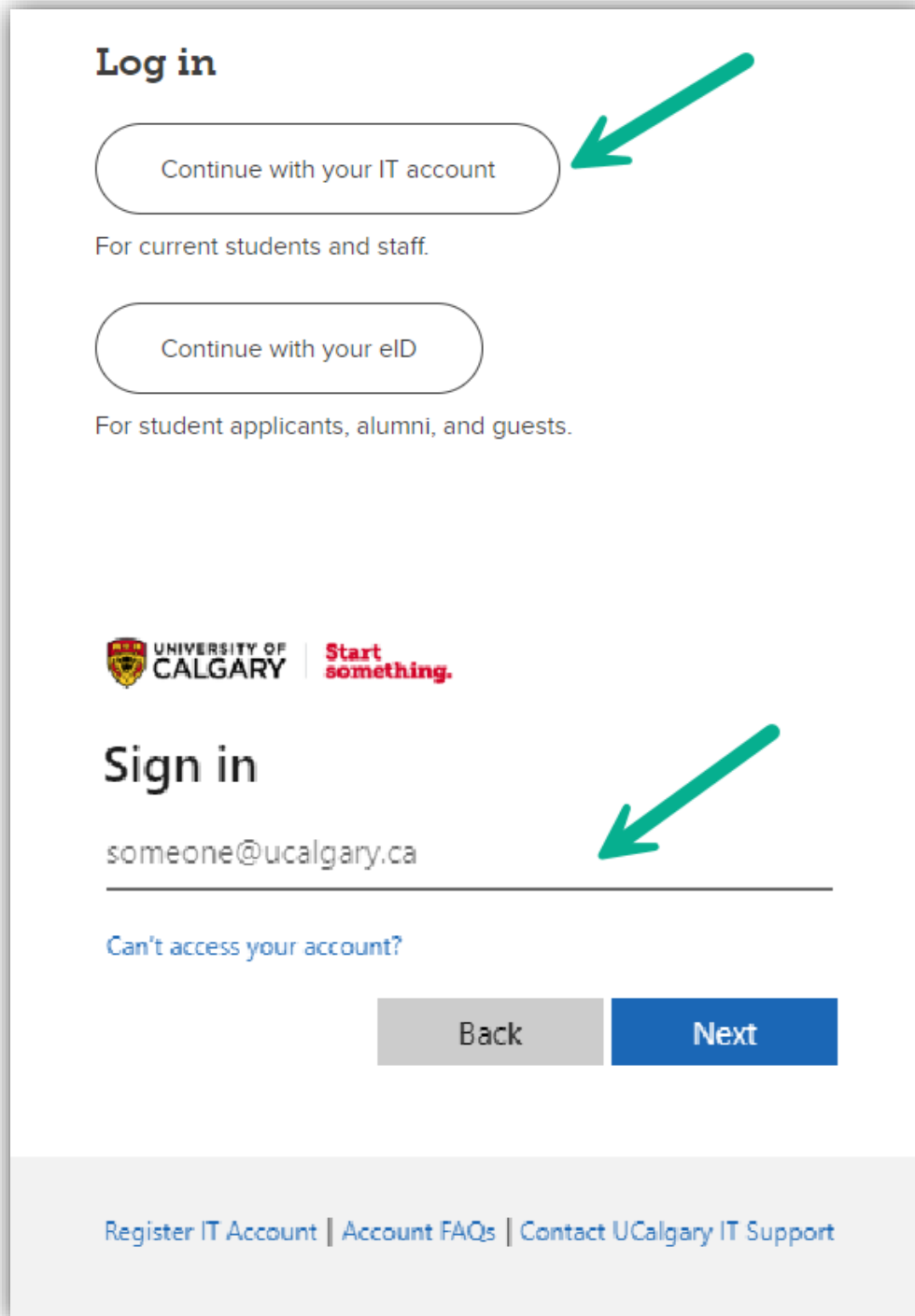


The following are instructions on how to update your personal information through the Student Centre.

1. Log into MyUofC portal.




**Log in**

Continue with your IT account

For current students and staff.

Continue with your eID

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

**Sign in**

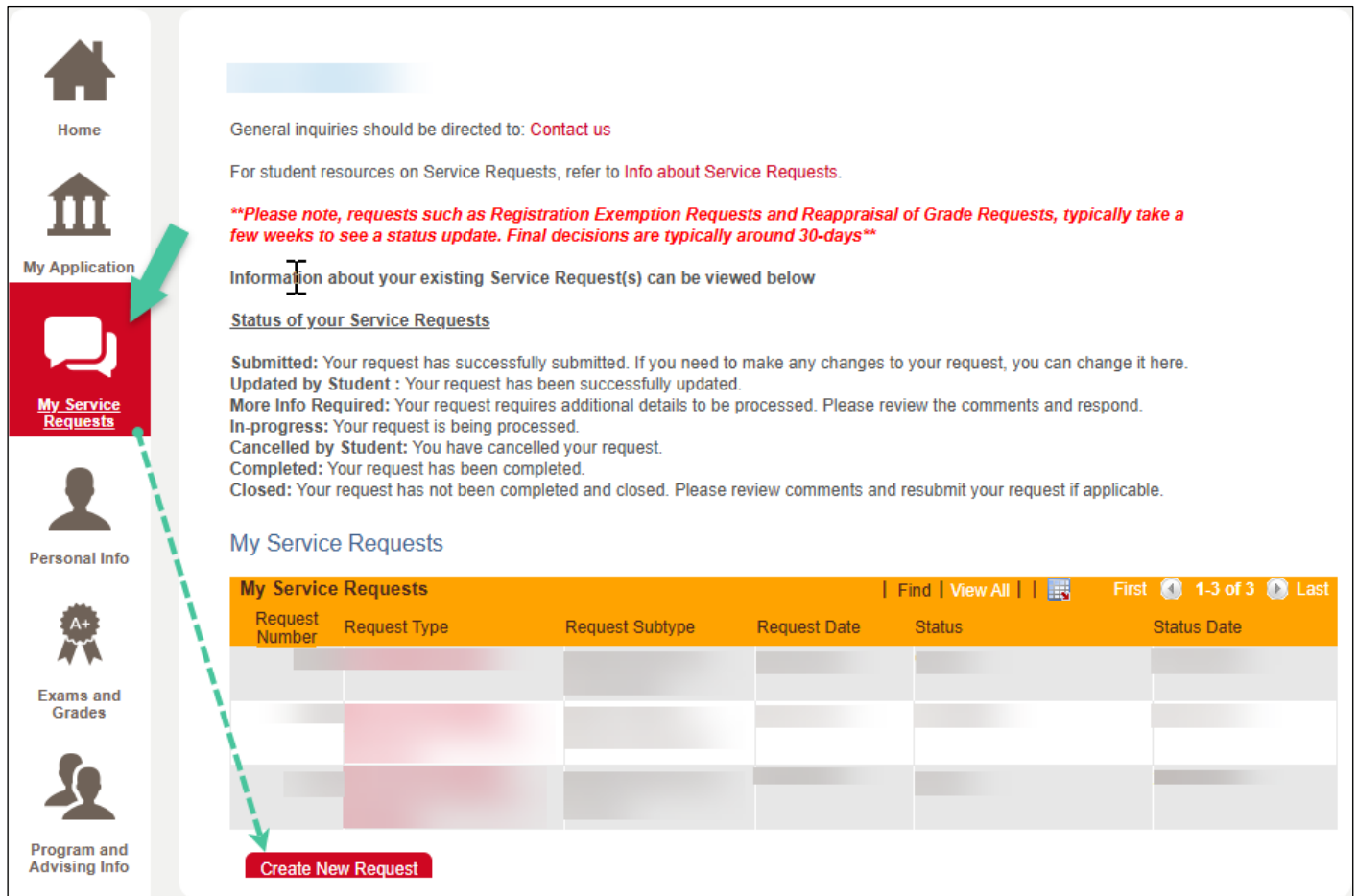
someone@ucalgary.ca

[Can't access your account?](#)

[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. After logging into your Student Center, navigate to the **My Service Request** and **Create New Request**



General inquiries should be directed to: [Contact us](#)

For student resources on Service Requests, refer to [Info about Service Requests](#).

**\*\*Please note, requests such as Registration Exemption Requests and Reappraisal of Grade Requests, typically take a few weeks to see a status update. Final decisions are typically around 30-days\*\***

Information about your existing Service Request(s) can be viewed below

Status of your Service Requests

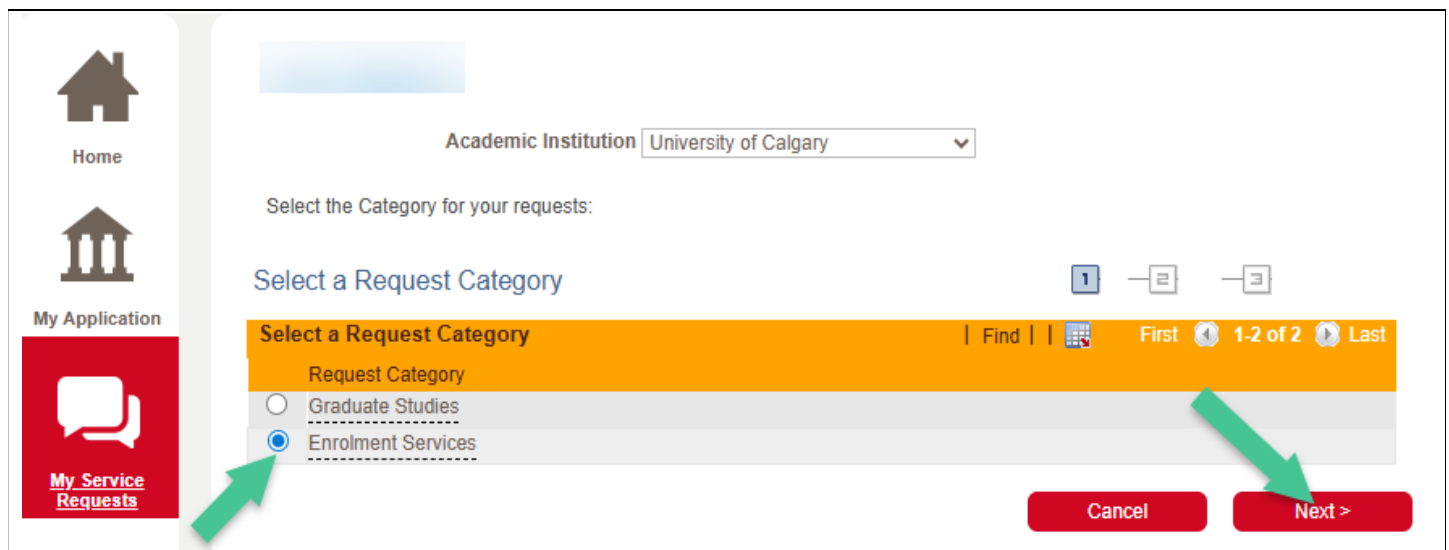
**Submitted:** Your request has successfully submitted. If you need to make any changes to your request, you can change it here.  
**Updated by Student :** Your request has been successfully updated.  
**More Info Required:** Your request requires additional details to be processed. Please review the comments and respond.  
**In-progress:** Your request is being processed.  
**Cancelled by Student:** You have cancelled your request.  
**Completed:** Your request has been completed.  
**Closed:** Your request has not been completed and closed. Please review comments and resubmit your request if applicable.

**My Service Requests**

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

[Create New Request](#)

3. Click on **Enrolment Services** and then click Next



Academic Institution

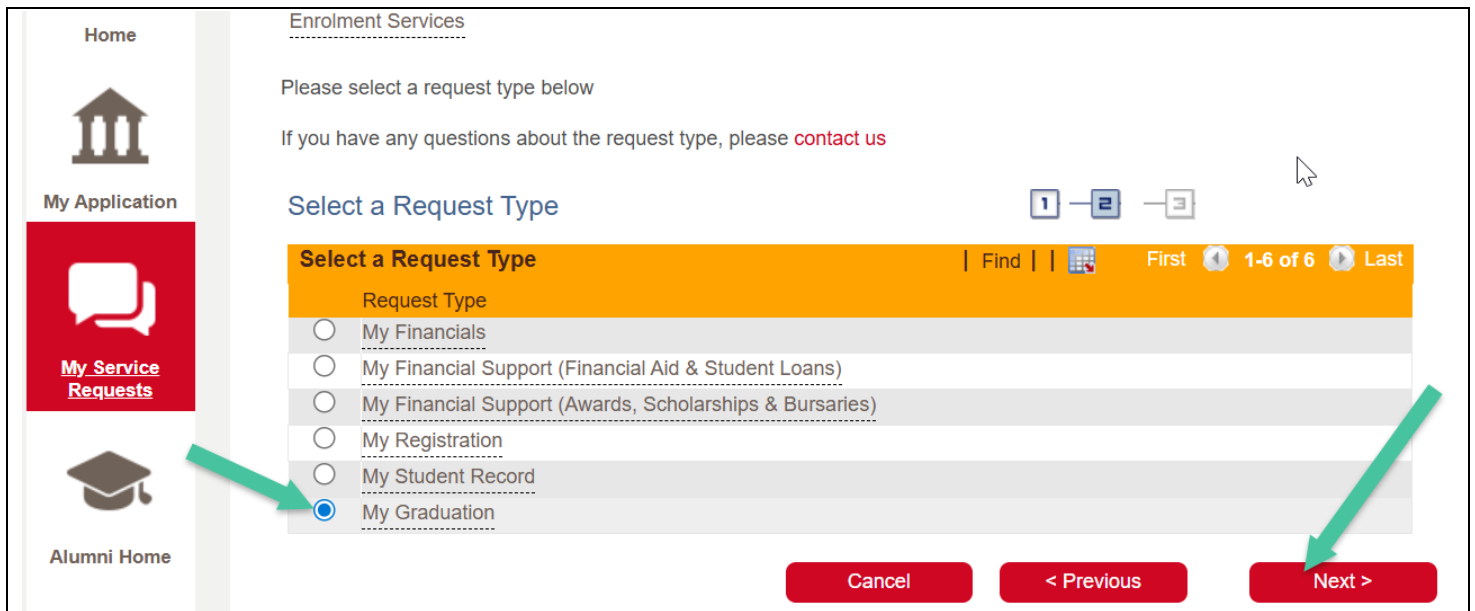
Select the Category for your requests:

Select a Request Category

Request Category
<input type="radio"/> Graduate Studies
<input checked="" type="radio"/> Enrolment Services

[Cancel](#) [Next >](#)

4. Click on **My Graduation** and then click Next



Home

Enrolment Services

Please select a request type below

If you have any questions about the request type, please [contact us](#)

My Application

My Service Requests

Alumni Home

Select a Request Type

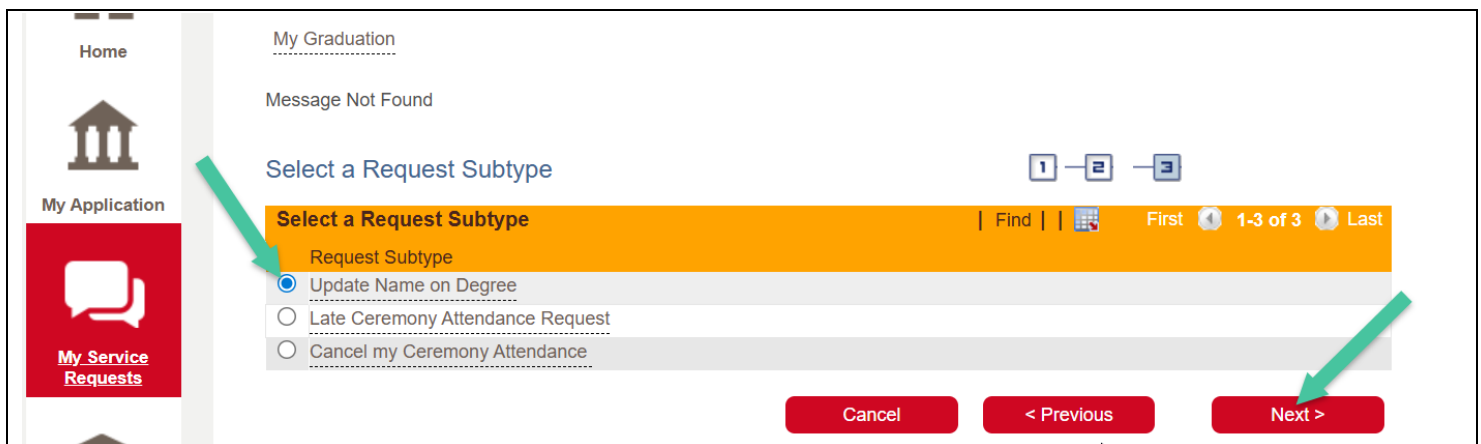
1 2 3

Select a Request Type | Find | First 1-6 of 6 Last

Request Type
<input type="radio"/> My Financials
<input type="radio"/> My Financial Support (Financial Aid & Student Loans)
<input type="radio"/> My Financial Support (Awards, Scholarships & Bursaries)
<input type="radio"/> My Registration
<input type="radio"/> My Student Record
<input checked="" type="radio"/> My Graduation

Cancel < Previous Next >

5. Click on **Update Name on Degree** and then click Next



Home

My Graduation

Message Not Found

My Application

My Service Requests

Select a Request Subtype

1 2 3


Select a Request Subtype | Find | First 1-3 of 3 Last

Request Subtype
<input checked="" type="radio"/> Update Name on Degree
<input type="radio"/> Late Ceremony Attendance Request
<input type="radio"/> Cancel my Ceremony Attendance


Cancel < Previous Next >

6. Read the embedded information and then click on **Open Link** to reveal an eForm


Home




My Application




My Service Requests




Alumni Home



Personal Info



Exams and Grades



### My Request Detail

Category: Enrolment Services      Type: My Student Record  
 Subtype: Update Personal Information

Before submitting this request, please review detailed information about updating your personal information on our [website](#)

To update your preferred name, address, phone number or secondary (non campus) email on file, please visit the "Personal Information" section of your student portal to update through self-service, or follow [these](#) instructions.

To update your legal/primary name or correct biographical data such as your date of birth, please complete the "Updating Personal Information" e-form and attach supporting documentation that bears your legal name. We cannot adjust your legal name or update your biological data without one of the following accepted documents:

- Birth Certificate
- Name Change Certificate from Vital Statistics
- Government Issued Marriage Certificate, Divorce Decree or Separation Court Document
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Passport
- International Passport

Or,

- Change of Name **Statutory Declaration**

A drivers license is **not accepted** as proof of your legal name or date of birth.

Once your request status has been updated to "Completed", please allow 72 hours for the University of Calgary to update systems & IT with your new legal name.

**Note:** Updating your legal/primary name on record does not automatically update your IT login information or UCalgary email. If you would like to update these details, please **Contact IT** 72 hours after your legal/preferred name has been updated on your student record. For more information about how your legal/primary name vs. your preferred name will appear, click [here](#).

If you would like to obtain a new student ID card, please contact the **UNICARD office** 72 hours after your legal/preferred name has been updated on your student record

Associated Forms	Open Link	Required
Update Personal Information Form	<a href="#">Open Link</a>	<input checked="" type="checkbox"/>

7. Complete the eForm by entering your **New Legal Name details** in the relevant fields. The details must match your supporting document.

Service Request Form

ID:

Primary Name:       Preferred Name:

---

Please "Save" often to remain active so that you will not lose your work. Once you have completed the form use "Complete Form" to validate and mark the form as complete. Questions marked with an "\*" are required and must be filled in.

Once the Form is complete you will be returned to your Service Request.

**Note:** You must submit the Service Request for your form to be sent to staff to action.

If you are updating your legal/primary name on record, complete this section with your updated name  
 (Please attach an accepted document bearing your legal/preferred name when you submit your request)

First Name  
 (This field is limited to 254 characters.)

Middle Name  
 (This field is limited to 254 characters.)

Last Name  
 (This field is limited to 254 characters.)

If you are updating your date of birth on record, complete this section  
 (Please attach an accepted document bearing your correct date of birth when you submit your request)

Corrected Date of Birth     

Page: 1 of 1    Previous    Next    Save    Print    Complete Form

