



Legal and Preferred Name Information and Policies for Applicants and Students

A preferred first name is a name by which you are normally addressed that is different from your legal first name.

Examples of a preferred first name:

- A transgender student has the legal first name “Anna” but prefers to be called “Jack”. This student’s preferred first name is “Jack”.
- An international student with the full legal name “Li Xiang” prefers to be called “Phil”. This student’s preferred first name is “Phil”.
- A student, with the full legal name “Samantha Emily Smith”, prefers to go by their legal middle name “Emily” and not their legal first name, “Samantha”. This student’s preferred first name is “Emily”.
- A student has the legal first name “Katherine” but prefers to be called “Kate”. This student’s preferred first name is “Kate”.

Where will a student’s preferred first name appear?

- Unofficial Registrar’s Office and Admission’s Office communication via Canada Post and email. (ie. holiday cards, event postcards, digital communications, financial awards, etc.)
- University of King’s College/DalCard
- Dal Online
- Brightspace class lists
- Email display name

While we value and recognize the importance of using preferred names, there are some instances where legal names must be used for the purposes of matching and verifying official documents or forms. Some examples of where legal names appear:

- Official admission offers (Canada Post and email)
- Official university transcripts
- Confirmation of enrolment via Dal Online
- Degree parchments and certificates
- T2202A and T4 forms
- Reports to government
- Letters of attestation

Changing a Name

I have changed my preferred first name. How do I inform the university?

If you have changed your preferred first name since applying for admission, the process is simple to change it in the university database. Email registrar@ukings.ca, from your university email account, with the following information:

- Your Banner Student ID
- Your legal name
- Your 'preferred' first name update

or

If you are a currently registered student, you can make this change in your DalOnline account by clicking the 'Personal Information' tab, clicking "View/Update Personal Information' and updating your preferred name under 'Personal Details'.

I have changed my legal name. How do I inform the university?

If you have changed your legal name since applying for admission, the process is simple to change it in the university database. Email registrar@ukings.ca, from your university email account, with the following information:

- Your Banner Student ID
- Copies of legal documentation confirming your name change (valid driver's license, passport, birth certificate, marriage license, official government name change document, etc.)

Please be advised that legal name may still be the primary name used in some online ancillary systems and associated communications due to the complexity of King's/Dalhousie information systems and data integration limitations. If this occurs in a system or area of record not listed above as using legal name, and you have questions or concerns, please contact registrar@ukings.ca.

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