

Update Name or Gender Form

This form is used to update your gender identity, and/or your legal name, lived name, Ojweho:we name, or chosen name.

This form can be used by current and former post-secondary students in the event of a gender or name change. Before submitting your request, please review how your name currently appears on your Six Nations Polytechnic record. You can view this by reviewing your User Profile on MySNP. You can find your User Profile by clicking on your username on the right-hand side of your screen. If you are in a partner program or no longer have access to your MySNP account, please connect with your Student Success Officer at students@snpolytechnic.com or Accessibility Navigator at accessibility.services@snpolytechnic.com who will help you navigate updating your name or gender.

The following changes are available through this form:

Gender identity: Gender is not disclosed on the official academic record, nor does it appear on awarded credentials. Gender will be used internally for statistical purposes only.

This change may affect your eligibility for some bursaries and awards where gender is a deciding factor in awarding funds.

Legal Name: is the name an individual is registered under in a province, typically the name assigned at birth. For non-Canadian citizens, the Legal Name is the name registered in Canada and taken from their immigration documents and passport.

This change will reflect on all Six Nations Polytechnic records.

Documentation required with submission: government-issued ID (driver's license, status card, marriage certificate, divorce decree, passport, etc.) that displays an updated name.

Ojweho:we Name: refers to an "original" and ceremonial name given to an Ojweho:we (Indigenous) individual. These names are provided in the preferred Nation's language.

Documentation not required.

This change will reflect on: the class list use by instructors, Microsoft 365, and Brightspace/D2L, Student ID card (if requested), and student email (if requested). Your legal name will still be used in our Student Information System for transcripts and credentials.

Chosen Name: is a name that you commonly use that is different from your legal name.

Documentation not required.

This change will be reflected on the class list use by instructors, Microsoft 365, and Brightspace/D2L, and Student ID card (if requested). Your legal name will still be used in our Student Information System for transcripts and credentials.

Changes requested through this form are for Six Nations Polytechnic purposes only. This form does not legally change your given name(s) and/or gender identity.

If you have not formally changed your legal name and/or gender, you may face complications with the verification of your credentials and transcripts with employers, professional licensing bodies, loans (OSAP/Bank Loans), taxes, and other external institutions. It is the sole responsibility of the student or graduate to resolve or deal with issues resulting from a name change.

Update Name or Gender Form

Please fill out the form below and return to the Registrar's Office with a copy of identification by email to records@snpolytechnic.com or in person to your Student Success Officer or Accessibility Navigator.

Update Requested			
Gender	Legal Name	Ogweho:we Name	Chosen Name

Section A: Current Student Information (as it appears now on MySNP)	
First Name:	Last name:
Middle name(s):	Student Number:
SNP email:	Program:
Section B: Gender	
Leave section blank if you are not updating your gender	
Male:	Female:
Undisclosed:	Other:
Note: Gender is not disclosed on the official academic record and will be used internally for statistical purposes only.	
Section C: Legal, Ogweho:we Name, or Chosen Name	
Leave section blank if you are not updating your legal, Ogweho:we name, or Chosen Name.	
First Name:	Last name:
Middle name(s):	

Do you wish to have your individual email address updated with the new name provided on this form?

Yes No

I have provided the following documentation with this form: _____

I, _____ have read and understand the information provide on this form. I understand that inconsistency between the name used by Six Nations Polytechnic and the name used by external organizations may cause unexpected difficulty and it is solely my responsibility to resolve such discrepancies.

Student Signature: _____ Date: _____

For office use only			
Proof of identify confirmed:	YES	NO	NOT APPLICABLE
Identification/Documentation Provided:			
Staff Signature:	Processed by:	Date:	