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## **Chosen Name and Gender Identity Policy and Guidelines**

Human Rights and Positive Space Office

**Policy N.2**

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### **1.0 Purpose**

- 1.1 UNB seeks to create a welcoming, supportive and inclusive environment in which to study and work. Fostering such an environment requires a range of policies and practices that acknowledge the diversity of our community.
- 1.2 This Policy provides an opportunity for students, faculty and staff to operate within the University using a chosen first name and/or middle name that is different from their legal name. Individuals use their chosen name for a variety of reasons. This Policy provides a pathway to implement this choice. This Policy also acknowledges and supports those whose gender identity is non-binary and provides a process to self-identify as such.

### **2.0 Applicability**

- 2.1 University-wide

### **3.0 Definitions**

- 3.1 Chosen Name- one that the student or employee wishes to be known by within the university community that appears in selected locations in which a legal name is not required. This could include the use of nick names, middle names, names that better reflect a person's gender identity, etc.

### **4.0 Implementation**

- 4.1 The University of New Brunswick affirms that a chosen identity, including name and/or gender identity will be used whenever possible to ensure a safe, welcoming and inclusive environment. The University also affirms that identity change information will only be collected and retained when necessary. Access to historical identity change information will be restricted in line with UNB's Information Classification Standard.
- 4.2 Faculty, staff and students may submit chosen name and/or gender identity changes to their official University records. The changes to first and/or middle name and/or gender identity will be updated in the University information systems where possible and will become the current identification of use, including on transcripts and graduation parchment, with the exception of records where legislative or other obligations exist. The University will make every effort to secure external vendors and

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---

companies whose systems are congruent with this Policy; however, this may not always be possible.

- 4.3 For those who are considering a change to name and/or gender identity, it is important to understand that it is not possible to restrict changes within the University systems. Thus, requested changes occur across all the University systems. For example, a change can be made to a class list, but not to a mailing address. The University will not be liable or responsible for any impacts or effects of chosen name and/or gender identity change requests. For a more detailed statement of risk, see the Statement of Risk (Appendix E).
- 4.4 The University has discretion to question a name change request only where it is deemed to be potentially fraudulent, discriminatory, harassing, or may impact the integrity of our record(s), or the University. You may update your chosen name and gender fields more than once, although be aware that multiple name changes may trigger a follow-up inquiry from the University and you will be asked to provide a rationale and/or appropriate documentation to confirm your request. While this Policy will address requests for name and/or gender identity change across University systems, it is incumbent upon the requestor to manage the social aspects including alerting those with whom they interact of the change. Examples could include, but are not limited to, those who receive mail addressed to the individual, course professors, etc.

### 5.0 Types of Name and/or Gender Identity Change Requests

- 5.1 The University receives requests for name and/or gender identity changes for a variety of reasons. Common requests for name changes include:
- Correction of spelling mistakes.
  - Adding or removing middle name(s) or middle initial(s).
  - Changing a name to reflect a new legal name change (e.g., marriage or divorce, change of name certificate).
  - Adding or removing a period after a middle initial for convocation purposes (e.g., John P. Smith).
  - Changing a name for diploma replacement.
  - Changing a name to something different than formal legal name (e.g. gender identity change, using an English name, etc.).

### 6.0 Supporting Online Requests for Name and/or Gender Identity Change

- 6.1 Students, faculty and staff who have a valid UNB login ID and who wish to change their first and/or middle name and/or gender identity used by the university in their

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Policy N.2

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official documents/files of their academic record can do so by editing chosen name information here. When updating your chosen name and/or gender through UNB's online system, your UNB login credentials constitute proof of identity.

### 7.0 Supporting In-person Requests for Name and/or Gender Identification Change

- 7.1 The university will only require supporting documentation\* for in-person requests for name and/or gender identity change. For an in-person request to change their name or gender identity UNB community members will be required to provide proof of identity that satisfies the university that they are the person whose records are the subject of the request. Accessing the request form using online services confirms the user's identity. Please refer to Appendix F for a list of where in-person requests should be made. If you do not identify with any of the UNB community member listings, please direct inquiries to the applicable Registrar's Office.

\* It is important to clarify that requesting government issued photo identification is to confirm the identity of the requestor and to authenticate university records and does NOT need to correspond to the new name or gender identity being requested. No reason will be requested/required to support a name or gender identification change request, except as provided for in 4.4.

### 8.0 Interpretation and Questions

Questions concerning this Policy may be directed to Human Rights and Positive Environment Office at (506)458-7889 in Fredericton and (506) 648-5511 in Saint John, or via email at [humanrights@unb.ca](mailto:humanrights@unb.ca).

## Appendix A

### Change of Name and/or Gender Identity In-Person Request Form



#### Change of Name and/or Gender In-Person Request Form

To begin a change of name and/or gender request the University of New Brunswick requires two pieces of supporting identification in order to verify the record of the UNB community member making the request if not submitted by UNB Login. Supporting identification includes the following:

- Provincial Change of Name certificate
- Birth certificate
- Marriage certificate
- Court order proving a name change
- A completed statutory declaration verified by a Notary Public
- Valid government-issued photo identification (Canadian only)
- Foreign Passport or Nexus card
- UNB identification card

Please complete **Section 1** of this form and submit to the appropriate university office.

#### Section 1: completed by UNB Community Member

**Confirmation of Information** currently recorded in UNB information system

Surname	Given Name(s)
Middle Name(s) or Middle Initial(s)	
Student/Employee Number	

#### Chosen Name and/or Gender

Surname (s)	Chosen Name(s)	Middle Name(s)
Gender (leave blank if you are not making a change of gender request)		
<input type="checkbox"/> Cis man	<input type="checkbox"/> Cis woman	<input type="checkbox"/> Transgender man

<input type="checkbox"/>	Transgender woman	<input type="checkbox"/>	Two-Spirit (or other indigenous identity)	<input type="checkbox"/>	Non-Binary, Gender fluid, Gender non-confirming, Genderqueer
<input type="checkbox"/>	Not specified above. Please specify	<input type="checkbox"/>		<input type="checkbox"/>	

NOTE: Man/Woman are used as gender indicators, where male/female are used for sex indicators.

**Graduation Status** (Please check one of the following graduation statuses)

<input type="checkbox"/>	I expect to graduate within 3 months of completing this form.
<input type="checkbox"/>	I will not be graduating this year.
<input type="checkbox"/>	I graduated and will be requesting a replacement diploma

**Note:** Chosen name changes must be completed by March 1st for May ceremonies and September 1st for October ceremonies. Your name as it appears on your UNB login account is the name that will appear on your diploma

**Authorization**

Signature	Date (yyyy/mm/dd)
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By signing below, you acknowledge that when any changes to your name and/or gender are made, the new name will be used on your official academic record, transcript, and diploma. If your name has been changed to something other than your formal legal name, future employers, licensing bodies, student loan issuers, and other educational institutions may require legal proof that the transcripts and diplomas being used are legitimately yours. Your previous UNB ID card must be surrendered to the UCard office. Please refer to the UNB Chosen Name and/or Gender Change policy for additional information.

**Section 2: completed by UNB**

Proof of Identity Confirmed <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Type of Identification Presented	Supporting Documentation (if applicable)
If rejected, provide reason:		
Processed by	Signature of Staff	Date (yyyy/mm/dd)

The University of New Brunswick is committed to protecting your personal information. The information on this form is collected under the authority provided for in the UNB Act and the New Brunswick Right to Information and Protection of Privacy Act and will be used for the purpose of processing the requested name or gender identity change. For more information on the protection of personal information and privacy at the University of New Brunswick please consult the University Secretariat, University of New Brunswick, PO Box 4400, Fredericton, NB, E3B 5A3, [www.unb.ca/secretariat](http://www.unb.ca/secretariat) (506) 453-4613.

## Appendix B

### Statement of Risk

- **\*\* To be attached to the Change of Name and/or Gender Identify In-Person Request Form (Appendix A)**

Appropriate risk management is essential for your personal health and safety. While the University of New Brunswick will take all necessary steps to ensure that you and your personal information are protected, some potential risks do still exist when choosing to use a name other than your legal name. Please ensure you consider the following when updating your information under UNB's Chosen Name Policy:

- By updating your chosen name field, you are requesting that UNB use this name in all future correspondence with you. This includes phone, mail, and email correspondence.
- There are a limited number of circumstances where UNB may have access to or be required to use your legal name. These include, but are not limited to: [financial documents and immigration documents.]
- You are responsible for ensuring that your legal and chosen name information is up-to-date both within and outside of UNB. Temporary residents who decide to change their name while in-Canada and who wish to have their new name recognized by Immigration Refugees and Citizenship Canada (IRCC) should refer to the Government of Canada's [Change of name for reasons other than clerical administrative error document](#).
  - It is important for temporary residents to keep all governmental departments tasked to work with your documents informed of official name changes. For information on providing evidence of legal name change to IRCC refer to the above link.
- The University of New Brunswick will not be held liable for any loss, damage, injury, or other adverse effects resulting from you filing a Chosen Name that differs from your legal name or for you filing a change to your gender identity with UNB.
- Independent databases that are not updated by UNB's central systems will not automatically update to reflect a new chosen name. Always ensure that you understand how and where information about your legal and chosen names are stored.

## Appendix C

### UNB Chosen Name Policy Frequently Asked Questions (FAQ)

#### Q: Who can change their chosen name or gender in the UNB system?

A: Any student, faculty, staff, or alumni can change their chosen name and/or gender in the UNB system. The process for changing your chosen name or gender field may differ depending on your role/position at UNB. Guests may have their chosen name and gender updated on a case-by-case basis, depending on their role on campus.

#### Q: What documentation do I need to update my chosen name or gender?

A: Documentation is only needed to update your chosen name or gender field if you do not have active UNB login credentials; for those with active UNB login credentials, these fields can be updated through online services. Valid government-issued photo identification must be presented when picking up your new or replaced UCard.

#### Q: How do I change my chosen name or gender if I don't have UNB login credentials?

A: To update your chosen name or gender in-person, you will be required to present 1 piece of government-issued ID in order to verify your identity (when updating your chosen name and gender through UNB's online system your UNB login credentials constitute proof of identity).

- Acceptable forms of documentation include:
  - o Provincial Change of Name Certificate
  - o Birth certificate
  - o Marriage certificate
  - o Court order proving a name change
  - o A completed statutory declaration verified by a Notary Public
  - o Valid government-issued photo identification (Canadian only)
  - o Foreign Passport or Nexus Card

Refer to the contacts below for more information on how to update your chosen name or gender if you don't have active UNB login credentials:

UNB Community Member	Fredericton Campus	Saint John Campus
<b>Alumni</b>	Alumni Office Alumni Memorial Building (Upper Level) alumni@unb.ca 506-453-4847	Alumni Office Philip W. Oland Hall, Room G30 alumni@unb.ca 506-684-5906
<b>Donors</b>	Development and Donor Relations Alumni Memorial Building (Lower Level) <a href="mailto:devdr@unb.ca">devdr@unb.ca</a> 506-453-5053	Development and Donor Relations G. Forbes Elliot Athletic Centre, Room 107A <a href="mailto:devdr@unb.ca">devdr@unb.ca</a> 506-648-5989

<b>Graduate Students</b>	School of Graduate Studies Sir Howard Douglas Hall, Room 317 gradschl@unb.ca 506-453-4673	School of Graduate Studies Ganong Hall, Room 36 graduate@unb.ca 506-648-0450
<b>Library Services</b>	Harriet Irving Library library@unb.ca 506-453-4756	Hans W. Klohn Commons hwkcommons@unb.ca 506-648-5710
<b>Other Guests &amp; Visitors</b>	Guests and Visitors should consult with their UNB sponsored Faculty or staff member.	
<b>Prospective Students</b>	Student Recruitment Sir Howard Douglas Hall, Rooms 306-309A <a href="mailto:chooseunb@unb.ca">chooseunb@unb.ca</a> 506-458-7719	Student Recruitment Philip W. Oland Hall, Room G09 <a href="mailto:chooseunb@unb.ca">chooseunb@unb.ca</a> 506-648-5900
<b>UNB Employees</b>	Human Resources I.U.C. Physics Building, Room 102 hrandod@unb.ca 506-453-4648	Human Resources Philip W. Oland Hall, Rooms 122/123 hrandod@unb.ca 506-648-5941
<b>Undergraduate Students</b>	Registrar's Office Sir Howard Douglas Hall, Room 201 registrar@unb.ca 506-453-4864	Registrar's Office Oland Hall, Room 141 unbsjreg@unb.ca 506-648-5670
<b>Recreation Facilities</b>	URec Richard J. CURRIE CENTER urec@unb.ca 506-453-4579	Department of Athletics, Recreation & Wellness G. Forbes Elliott Athletic Centre athletic@unb.ca 506-684-5520

**Q: Where will my name and gender be updated if I choose to submit a change of name or gender request?**

A: When you updated your chosen name or gender field through online services, these fields will be update across all UNB's information systems , where possible. It is not possible to select specific places where these fields will or will not be changed.

**Q: Who has access to information about my legal name and gender?**

A: Legal name and gender fields are classified as "highly/confidential," meaning they are visible only to those in university roles who require such access.

**Q: Can I update my chosen name or gender more than once?**



A: You may update your chosen name and gender fields more than once, although be aware that multiple name changes may trigger a follow-up inquiry from the University and you will be asked to provide a rationale and/or appropriate documentation to confirm your request.

**Q: Where am I required to use my legal name and/or sex?**

A: Where legislative obligations or requirements from external systems or entities exist, you may be required to use your legal name or gender. These can include requirements for insurance information, banking information, visa and other immigration documents. The university may also be bound by certain vendor or company requirements where external software or processes are unable to accommodate anything other than legal name and sex.

**Q: Will updating my chosen name or gender at UNB affect my immigration status?**

A: There could be significant consequences for your immigration status if you choose to update your chosen name or gender at UNB. It is your responsibility to know and consider the potential ramifications of updating these fields. Please see the statement of risk (appendix B) for more information.

**Q: Can I have my diploma issued with my chosen name?**

A: Changing the chosen name field will result in your diploma being issued under your chosen name. If this is not your intention, you may wish to change your name back by the following deadlines: March 1<sup>st</sup> for May ceremonies, September 1<sup>st</sup> for October ceremonies.

**Q: If I change my name after graduation can I update my diploma?**

A: Alumni can request an updated diploma. Changes to the name on your diploma after graduation must be supported by legal documentation (see examples of Supporting Documentation above). Requests to change the name on your diploma to a name that differs from your legal name will not be considered after graduation.

**Q: Can I change my UNB email address and login ID to reflect my chosen name?**

A: Yes, your email address can be changed via your online services. To update your login ID contact UNB ITS.

**Q: How do I get a new UCard after updating my chosen name?**

A: University members who change their name on the official academic or employment record will be required to obtain a new UCard containing their current-active chosen name in the university system. UNB community members requesting a new UCard following a name change must relinquish their previous UCard to the UCard Office. There is no cost for a replacement card. Students who are unable to relinquish their UCard may be subject to a replacement charge. Valid government-issued photo identification must be presented when requesting a replacement card.

**Q: What are the potential consequences of changing my chosen name and gender?**

A: Please see our chosen name and gender Statement of Risk document (appendix B) for more information about the potential risks and consequences of changing your chosen name and gender fields in the UNB systems.

