

The *Request for Alberta Student Personal Information Change* form is required to update:

- Your legal name
- Your date of birth
- Your mailing address

Please indicate what pieces of information need to be updated by marking with an *

Complete this form if your information on your Alberta Student Number (ASN) **does not** align with your Alberta.ca account and you are applying to:

- Alberta apprenticeship,
- Alberta student loans
- A post-secondary institution

In addition to the completion of this form, if you are currently enrolled in an Alberta Post-Secondary Institution, please contact the Student Services or Registrar's at your Post-Secondary office for assistance with updating your personal information.

It may take up to five business days to have your record updated.

Send completed form to:

AE Help Desk

ae.helpdesk@gov.ab.ca

For help completing the form call the Help Desk at:

780-427-5318 Option 3

Toll free outside of Edmonton within Alberta by first dialing 310-0000.

The personal information collected through this form is for the purpose of updating student information, to make decisions and/or recommendations. This collection is authorized by section 4C of the *Protection of Privacy Act*. For questions about the collection of personal information, contact: AE.HelpDesk@gov.ab.ca (780-427-5318).

Please indicate if you have ever or plan on applying for?

- ☐ Post secondary admission through ApplyAlberta ☐ Apprenticeship ☐ Alberta Student Loans

Why are you completing this form?

- ☐ Name incorrect or is not up to date ☐ Date of Birth Incorrect ☐ Mailing Address out of date ☐ Help Desk advised me to

What do you need updated? (Check all that apply)

- ☐ Legal Name ☐ Date of Birth ☐ Phone Number ☐ Mailing Address ☐ Email ☐ All

A. Student Personal Information (Please PRINT)

Please indicate what pieces of information need to be updated by marking with *. Only items marked with * will be updated.

Surname (Last Name)	First Name	Middle Name(s)
Previous Names (if applicable)	Date of Birth (yyyy/mm/dd)	
Alberta Student Number (s)	Phone Number	Email Address
Current Mailing Address		
City/Town	Province	Postal Code

B. One or more of the following documents MUST be provided to update your record.

Please check off the document(s) you are providing (only photocopy is required)

- ☐ Alberta/Canadian Change of Name Certificate
☐ Canadian Citizenship Card
☐ Alberta/Canadian Birth Certificate
☐ Certificate of Marriage/Divorce
☐ Student Visa
☐ Canadian Certificate of Indian Status
☐ Canadian Passport
☐ Canadian Permanent Resident Card

One of these documents is required to update mailing address:

- ☐ Alberta Driver's/Operator's License
☐ Alberta Identification Card

C. I authorize Alberta Advanced Education to update my personal information in accordance with the instructions I have provided. I understand this request will be processed only if signed by me.

Student's Signature	Date
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