



Complete Policy Title	Use of Legal Name
Approved by	MD Executive Committee
Date of Original Approval	November 6, 2013
Date of Most Recent Approval	November 6, 2013
Supersedes/Amends Policy dated	

Goal of Policy

To ensure that all official documents such as University registration, transcripts, registration with external licensing agencies, diplomas and certificates are consistent, the Michael G. DeGroot School of Medicine Undergraduate Medical Education Program has adopted the following guidelines and policies.

1. Definition of Legal Name

The legal name for Canadian citizens born in Canada is the name by which they were registered at birth or the name which they have assumed by a legal change of name.

For Canadian citizens not born in Canada, it is the name on their Canadian citizenship certificate or the name which they have assumed by a legal change of name .

The legal name for those who are not Canadian citizens is that provided on their passport and/or immigration documents or the name which they have assumed by a legal change of name .

The legal name should be the name which was submitted on McMaster's "Admissions Response Form", and which appears on the corroborative documents.

2. Legal Name Use

McMaster medical students are required to use their full legal name for the MD Program transcript and diploma.

Medical students must use their full legal name to register with external organizations such as the Canadian Residency Matching Service (CaRMS), the Regulatory Colleges, and the Medical Council of Canada.

3. Use of Alternate, Preferred Name

Students have the option to use an alternate, preferred name within the UGME program for learning and social purposes. The MD Program reserves the right to deny students the option of using alternate, preferred names or to ask for proof that the indicated alternate, preferred name has been commonly used by the student. In lieu of the alternate, preferred name, the legal name will be used for the items listed below.

This alternate or preferred name will be used for medportal email, student ID badge and internal program communication and documentation only.

4. Change of Name

If a student changes his or her legal name because of marriage, divorce or legal name change, McMaster University will amend its records upon application by the student, with supporting documentation. Students may request a change of name by submitting a "Request for Change of Name in McMaster University Records" form to the Registrar's Office with proof of the legal change. Once the MD Program has confirmed the legal name change from the Registrar's office the student may request a name change for the elements outlined in Section 3 Use of Alternate, Preferred Name above.