GUIDE TO REQUEST A CHOSEN NAME OR GENDER CHANGE APPLICATION

LaSalle College
Montréal

As of fall 2022, LaSalle College students may use a chosen first name during their time at the College. They can also change their gender designation, if supported by official documents.

Would you like to apply for this? **Follow the steps below to ensure you understand the entire process.**

1- Get informed

Once you have made your decision, be sure to review and understand the conditions for use of, the process for, and the limits on your chosen name or change of gender designation application.

2- Fill out the form

Complete the "Request to add a selected first name to the student record or change of gender designation" form. You will need to log in with your lcieducation.net username.

The form has four options:

- New request for chosen name
- Modification of the chosen first name
- Withdrawal of the chosen name
- Change of gender designation (must be supported by official documentation)

Note: Have your student number, program number, and, for any request for gender change, official documents confirming your new gender.

3- Review of the application

After you complete your application, it will be reviewed by a member of the registrar's office. A decision (accepted or denied), will be sent to you within 72 working hours via MIO.

a) If your application is accepted, your student record will be updated along with your LCI email address. The administration and your teachers will be notified of the change to your record within 48 business hours of confirmation of acceptance.

   Please note that, at this time, you will lose access to your Office 365 environment for 24 hours.

b) If your application is denied, an MIO message will be sent to you stating the reasons for the denial.

   Remember that the College reserves the right to refuse any application. Your application may be denied if your chosen first name:

   - is ridiculous, rude or derogatory in nature;
   - assumes a brand name or fictional character;
   - spreads propaganda for violence and/or abusive language;
   - is deemed inappropriate.

4- Student card

If you wish to update your student card to show this change, you will need to apply for a student card reprint from your Omnivox account under: "Document Request." You will need to pick up your new card at the Documentation Center, located on the 4th floor of the College.

Note: there is a $15 fee for reprinting your student card.