

### Preferred First Names

In either the enrollment process, or while they're enrolled in the program, if students request to have their preferred first names used in place of their legal first names, VFS will accommodate and wherever required will display students' preferred names in place of their legal first names on the following at VFS:

- Student ID cards
- Class photo sheets
- Attendance tracking forms
- VFS email addresses

Upon successful completion of their programs the students' preferred names will not be included on official documents, and in place of the preferred name the students' legal names will be used on all official documentation including Transcripts, Certificates and Diplomas.

VFS is authorized to change students' legal names in official enrollment and graduation documents if students provide proof of a legal name change by submitting a copy of their government-issued picture ID.

### Exemption from Legal Names on Official VFS Documents

Students who, under the protections of the Charter of Rights and Freedoms (for example sex, sexual orientation, gender identity or expression), do not wish to have their legal (dead) names included on any VFS documents including their diplomas, transcripts and certificates, and will not be going through to process of legally changing their names, should submit a request in writing, either by email or by letter, to their Admissions Advisor or Admissions representative, VFS Reception, or Educational Administration. VFS will make exceptions for students in these cases and their preferred names will be used in place of their legal (dead) names on all documents at VFS.

VFS Reception  
100-198 West Hastings Street  
Vancouver, BC V6B 1H2  
[reception198@vfs.com](mailto:reception198@vfs.com)

Educational Administration  
100-198 West Hastings Street  
Vancouver, BC V6B 1H2  
[edadmin@vfs.com](mailto:edadmin@vfs.com)