

# PERSONAL STATUS CHANGE FORM

Human Resources, Langara College  
100 West 49<sup>th</sup> Avenue, Vancouver, BC V5Y 2Z6

This form is available on the web at: [www.langara.bc.ca/hr/forms.html](http://www.langara.bc.ca/hr/forms.html)

## Section 1 – Current Status (PLEASE PRINT)

|                                     |            |            |                              |
|-------------------------------------|------------|------------|------------------------------|
| Administrators                      | BCNU       | CUPE       | Faculty                      |
| Last Name                           |            | First Name | Initials                     |
| Employee ID Number                  | Department |            |                              |
| Change Reason:<br>Address/Telephone |            | Name       | Effective Date: (YYYY/MM/DD) |

## Section 2 – Address/Telephone Change

|             |          |             |              |
|-------------|----------|-------------|--------------|
| New Address |          |             |              |
| City        | Province | Postal Code | Phone Number |

## Section 3 – Change of Name

Proof of change required. e.g. Marriage Certificate, Change of Name Certificate etc.

|                   |  |            |          |
|-------------------|--|------------|----------|
| Last Name         |  | First Name | Initials |
| Reason for Change |  |            |          |

## Section 3 – Certification

|   |           |
|---|-----------|
| I certify that the information provided is true and complete. | Signature |
|---|-----------|

## Section 4 – To Be Completed by Human Resources Only

|                                       |  |                      |   |
|---------------------------------------|--|----------------------|---|
| Medical Services Plan                 | Group Number 6233357<br>Department 100 | Pension Corporation  | College<br>Municipal  |
|                                       |  | SOCIAL INSURANCE NO. |   |
| Pacific Blue Cross<br>Extended Health | Administrators                         | E029825              | Pacific Blue Cross  |
|                                       | BCNU                                   | E029828              | Dental  |
|                                       | CUPE                                   | E029827              |   |
|                                       | Faculty                                | E029832              |   |
|                                       |  |                      | Administrators D909180<br>BCNU D909182<br>CUPE D909181<br>Faculty D909191 |

Distribution

Medical Services Plan

Pacific Blue Cross

Pension Corporation