



## Student Notification of Change of Name

### Current Details on Student Record

Title:                    Mr    Miss   Mrs   Ms    Dr    Mx    Other (please state)

Forename:

Second Forename:

Third Forename:

Additional initials:

Surname:

Gender:                Male                    Female                    Other (please state)

Date of Birth:        DDMMYYYY

### Requested changes to be made to Student Record

Title:                    Mr    Miss   Mrs   Ms    Dr    Mx    Other (please state)

Forename:

Second Forename:

Third Forename:

Additional initials:

Surname:

Gender:                Male                    Female                    Other (please state)

Date of Birth:        DDMMYYYY

I am a non-UK Passport holder and I have already changed my name on my passport in my

home country

YES/NO

The Home Office has already updated my Biometric Residence Permit and associated documents to reflect the requested change.

YES/NO

By signing this form I confirm that:

- I give my consent for University staff to update the University's student record database with the information I have provided above.
- I understand, and give consent, that the information I share with you will only be passed on to University staff for the purpose of updating my information on University systems. These University staff have a duty to keep my information private and confidential.
- I understand, and give consent to sharing this information where the University has a legal obligation to do so.
- I understand that if I do not update my details similarly with third party organisations that the University is obliged to communicate with (e.g. the Student Loans Company) then this may prevent the University from communicating with such organisations on your behalf.
- I understand that records going forward will show my requested new personal details
- I have read and understand the information below regarding other considerations following this change

Student ID Number:

Student Signature:

Date of request:

Please read the below information about other considerations for students following this change in name, gender and title:

- When your records are updated this means any communications between the University and third parties, for example student loan companies, will include your new name/gender details therefore you will need to liaise with the relevant organisations **as soon as possible** to amend your details on their records otherwise the information between the organisations will not correspond;
- When you register to attend a graduation ceremony or to request your documents are posted to you, at this time you are asked to confirm the name to appear on the certificate and this must be your legal name. Students should be aware that during ceremonies they can be referred to by a preferred name
- If you are an international student on a Student Visa you should be aware that University Student Records are required to match UK Visa & Immigration (UKVI) records.