

## CHANGE OF NAME - ACCEPTED EVIDENCE

If you change your name during your studies, that is, before you have completed your award and had your final results confirmed, you must notify us by sending a completed a change of personal details form, along with documentary evidence of the name change.

Accepted evidence includes:

- Marriage certificate
- Birth certificate - please note, if you have reverted to your maiden name due to divorce or any other reason, you must provide your birth certificate along with written confirmation that you have reverted to your maiden name for all purposes
- Driving license
- Certified copy of birth entry - if a new name has been recorded in the birth entry
- Statutory declaration of name change
- Change of name deed - previously known as deed poll
- Police report - if you have adopted a new name for personal safety/safeguarding reasons

Please remember, it *your responsibility* to notify the University of any change to your legal name as swiftly as possible and certainly before teaching concludes in the final term of your studies.

**We cannot guarantee name changes will be processed in time for Certification if you notify us after your final term is complete.**

The University cannot alter and reissue Certification after you have graduated or left the University.