

# Student Change of Name Policy and Procedure

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## 1. Introduction

- 1.2 Under the law in England, Wales, and Northern Ireland, if you want to be known by a different name you can change your name at any time, provided you do not intend to deceive or defraud another person. There is no legal procedure to follow in order to change a name. You simply start using the new name. You can change your forename or surname, add names, or rearrange your existing names.
- 1.2 Like other public organisations and financial institutions in the UK, however, Higher Education Institutes have a duty to prevent fraud and so can exercise the right to make certain requirements mandatory.
- 1.3 In order to reduce the risk of fraudulent applications and enrolments, NMITE requires every applicant, whether applying through clearing or directly to NMITE, online or on paper, to apply using the name shown on their passport, birth certificate, or marriage certificate. If the style of separate forename/given name(s) and surname/family name is not used in your culture, then you should insert your complete name on the surname line of any form.

## 2. Students formally recorded name

- 2.1 This is the name that is used in the NMITE student records database and will be used throughout your academic career at NMITE, unless a change of name is formally requested.
- 2.2 The recorded name will be used on any correspondence that NMITE issues before the completion of the enrolment process. Any discrepancy between your official documents and our correspondence to you is likely to cause delays in subsequent processes, therefore any misspelling that may have occurred, however minor,



must be notified to us immediately so it can be corrected before any further correspondence is issued.

- 2.2 Your formally recorded name will be that which appears on your official NMITE record and will appear on your academic transcript and your final award certificate.

### **3. Preferred names**

- 3.1 All students at NMITE have the right to be known as a different name than the one shown on their official documentation. This preferred name will then be used for all areas of the Virtual Learning Environment (VLE) and the name by which NMITE staff should refer to.

You can update this each academic year via the student details update. This will be shown as your “known as” and can be edited. You can also update your ‘known as’ name during enrolment or by emailing [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk)

- 3.2 NMITE understands that there may be scenarios where students could face discrimination or harm due to their official name being known (such as a trans student who has not legally updated their name, or a student moving into witness protection). In situations such as these we are able to amend the ‘Forename’ on the student record, but their ‘Official Name’ will remain the same. We can also amend their title to their preferred prefix, i.e. Miss, Ms, Mr, Mrs, Mx.

### **4. Changing your name with the Institution**

- 4.1 If you are/have formally changed your name, you can make an application for your new name to be your formally record name at NMITE. This means that NMITE will change all of your records where practicable to reflect that new name, so your new name will replace your old name on all NMITE records and will be used from that time on.
- 4.2 When your records are updated, this means any communications between NMITE and third parties, for example student loan companies, will include your new name/gender details. NMITE accepts no responsibility for any consequences arising from the change of name which occur outside the Institution; therefore, you should notify all other relevant organisations as soon as possible to amend your details on their records otherwise the information between the organisations will not correspond.
- 4.3 If you are an international student on a Student Visa you should be aware that NMITE Student Records are required to match UK Visa & Immigration (UKVI) records, therefore you need to have changed your name with UKVI before applying to NMITE for your name to be changed.
- 4.4 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

4.5 A request to change your name as recorded on NMITE student records system whilst you are a registered student must be submitted in writing by completing a “request to change name” form and should be accompanied by written evidence of the relevant change (appendix 1). The official documentation issued and validated by NMITE during your study and after you have left shows the name under which you enrolled, studied and graduated so it is important to make sure that any corrections or changes to your name as it is held in NMITEs official student record are altered before an award is made.

4.6 Examples of appropriate forms of evidence to support a change of name are listed below:

- **Change of name deed (either enrolled or un-enrolled)**

A change of name deed (previously known as a Deed Poll) is a formal statement to prove that your name has been changed. Changing your name by change of name deed can be complicated. If you want to use this as evidence of change of name you should consult an experienced adviser such as one of the Student Services Team, or an adviser at a Citizens Advice Bureau.

- **A marriage certificate or divorce decree absolute**

If you are wishing to revert from your married name to your previous name we will need to see the above documents, together with your birth certificate and a statement from you confirming the reversion to your previous name for all purposes.

- **Public announcement**

You may decide to record your name change by placing an advertisement in a local or national newspaper. This should state that you have stopped using your previous name and have assumed a new one. A copy of the advertisement can then be used as evidence that you have changed your name.

- **Statutory declaration**

A statutory declaration is a statement recording your intention to abandon your old name and adopt a new one. For most purposes, a statutory declaration is accepted as evidence of your change of name. If you want to prove your change of name by making a statutory declaration you should consult an experienced adviser, for example, NMITE Student Services, or an adviser at a Citizens Advice Bureau.



## 5. Titles

- 5.1 The titles of Mr, Miss, Ms, and Mrs are social titles and have no legal status. If you do not wish to use the title assigned to your record, please contact [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk) to have your title amended from this list. You may also remove the title altogether or choose Mx (a gender-neutral title). You do not need to provide any documentary evidence to support your request. You may choose any of these options, regardless of your legal sex or gender identity.

## 6. Alumni

- 6.1 Once you have graduated it is not usually possible to retrospectively change the name held on your student record or produce documentation such as academic transcripts or award certificates in your new name. You cannot, for example, have your award certificate reissued in your new name if you change your name due to marriage or divorce after you have finished your studies.
- 6.2 Your student record can however be changed, and your documentation reissued, if your name change is due to a gender reassignment. If this applies to you, or you believe that you have other circumstances that warrant exceptional consideration, you will need to submit this request by email to [registrar@nmite.ac.uk](mailto:registrar@nmite.ac.uk) along with evidence of your change of name.
- 6.3 Please note that all data held by NMITE in connection with any change of name will be treated in confidence and will never be disclosed to a third party without your permission.



Appendix 1

## 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)	

I am a non-UK Passport holder, and I have already changed my name on my passport in my home country (delete as appropriate)

**YES/NO**

The Home Office has already updated my Biometric Residence Permit and associated documents to reflect the requested change. (delete as appropriate)

**YES/NO**



**By signing this form, I confirm that:**

- I give my consent for NMITE staff to update the 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 NMITE staff for the purpose of updating my information on NMITE systems. These staff have a duty to keep my information private and confidential.
- I understand and give consent to sharing this information where NMITE has a legal obligation to do so.
- I understand that if I do not update my details similarly with third party organisations that NMITE is obliged to communicate with (e.g. the Student Loans Company) then this may prevent the Institution 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.

<b>Student ID Number:</b>	
<b>Student Signature:</b>	
<b>Date of request: (DDMMYYYY)</b>	



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