

# Change of Name Policy



When you apply to study at Royal Holloway, University of London the name you provide should match the name shown on your passport, EU National Identity Card or marriage certificate. As part of the enrolment process, we will ask to see your passport or EU National Identity Card to check that we have the correct name recorded on the student record system.

Once verified at enrolment, this is the name that will be used throughout your academic career at Royal Holloway, and it will be the name that is used on your degree certificate if you successfully complete your course.

## First name and family name

Your name will be recorded in the following format: **First Name** (or given name) followed by your **Family Name**.

If you are known by a single name (and do not have a first name and a family name), your name will be recorded as your 'First Name' on our records and your 'Family Name' will be left blank.

## Changing your name during your course

If you wish 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 to change your name. You can simply start using the new name. You can change your forename or surname, add names, or rearrange your existing names. As a public organisation we have a duty to prevent fraud, therefore we require you to provide evidence of the change before we can update your student record.

To update your name with the University you will need to email **one** of the following documents (original or a certified copy) to the [studentservices@royalholloway.ac.uk](mailto:studentservices@royalholloway.ac.uk) :

- Passport
- Marriage Certificate
- Decree Absolute
- Change of Name Deed or Deed Poll
- Statutory Declaration
- Public Announcement
- Police Report (if you have adopted a new name for personal safety reasons)

If your change of name is associated with gender transition and you do not have any of the documents listed above, please contact the [Student Services Centre](#) to find out how we can support you.

If you have only recently adopted your new name, we strongly advise that the name you choose to register with us, is the name that you are planning to use on all official documents (e.g., your passport) otherwise certain institutions or organisations may not recognise your qualification in future, if the name on your degree certificate does not match your name on other official documents.

We reserve the right to request additional evidence if there is any doubt that you are not intending to abandon use of your former name and use your new name for all purposes.

In addition to updating your name on the student record system we will also issue you with a new Student ID Card and submit a request to IT on your behalf to update your University Email Address.

If you also wish to change your title e.g., Mr, Mrs, Miss, Ms, Mx and/or gender please just let us know in the email you send to request the change of name.

### **Implications of changing your name on our records**

The name recorded on the University's student records system will appear on the following:

- Student ID Card (used by the University and Students' Union to verify your identity)
- University email address
- Correspondence from the University
- University systems
- Class registers
- Exam registers
- Formal documentation, such as:
  - Student Status Certificate
  - Interim Transcript
  - Transcript of Results
  - Diploma Supplement
  - Degree Certificate
  - Proof of Award Letter

### **Keeping a record of your previous name**

We will keep a record of your previous name on the student record system, but this will only be used to connect any documentation or records relating to your previous name to your student record.

### **Changing your name once you have completed your course**

Once you have been awarded and/or left the University it is not normally possible for you to change your name on our records or on any official award documentation, except in the following circumstances:

- Change of name associated with gender transition in which case proof of the name change and proof of ID will be required.
- Change of name for personal safety reasons in which case proof of the name change and a Police Report will be required.

In exceptional circumstances, the University will consider name change requests for individuals who have been awarded/left the University where the request does not fulfil the above criteria. This will be at the University's discretion.

### **Further Information**

If you have any questions about changing your name on your student record please contact the Student Services Centre, e-mail: [studentservices@royalholloway.ac.uk](mailto:studentservices@royalholloway.ac.uk)

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