

Student Name Change Policy



Background

Under the law in England and Wales, 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 or change your title (Mr, Miss, Ms, Mx etc.). However, honorary titles changes linked to peerage (Lord or Baroness) or Knighthoods (Sir or Dame) would need to be accompanied by relevant documentation.

Like other public organisations and financial institutions in the UK, however, universities have a duty to prevent fraud and so can exercise the right to make certain requirements mandatory.

In order to reduce the risk of fraudulent applications and enrolments the University of East Anglia requires every applicant, whether applying through a clearing house (UCAS) or directly to the University, 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 students should contact your respective Learning and Teaching Service Hub (UG/PGT), contact details [here](#) or the Postgraduate Research Service (PGR), contact details [here](#). Applicants should use the contact details on page 2.

This is the name that will be logged into the University's student records database and must be used throughout your academic career at the University of East Anglia, unless a change of name and/or title is formally requested. The recorded name will be used on any acceptance letter and visa documentation that the University 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. You can check what is held in your record by looking at your [e:Vision account](#).

Your formally recorded name and title will be that which appears on your official University record and will appear on your academic transcript and your final award parchment if you are successful. If you need to have your name and/or title changed, the University will change all of your records to reflect that new name and/or title, so your new name will replace your old name on all University's records and will be used from that time on.

Degree or award certificates are legal documents. They are issued in the name of the student, as recorded by the University, at the date the student attains the degree or award. Once students have completed their award and results have been published, the University will not permit retrospective changes to the name on a degree or award certificate. This is because the certificate is a definitive statement of the facts at the date of the award and to prevent fraud. There are two exceptions covering transgender alumni and personal security.

How to Change your Name and/or Title (Applicants)

The University requires every applicant, whether applying through a clearing house such as UCAS or directly to the University, online or on paper, to apply using the name shown on their passport or birth certificate and expect that any previous qualifications used to gain entry to one of our programmes will match that name.

There are occasions where qualifications may not be in your current name, for example as a result of marriage/civil partnership. We would expect to see relevant documentation (see examples of evidence) to be presented alongside your qualifications for these to be accepted.

Where a change of name occurs between the point of application and commencing a programme a request to change your name and/or title as recorded on the University's admissions and student records system must be submitted via email and accompanied by electronic evidence of the relevant change (see examples of evidence). Evidence can either be a scanned copy of the original or as a certified true copy of the original.

Transgender Applicants

You should follow the same process above and provide an electronic scan of your Statutory Declaration of name change or Change of Name Deed in your new name. If you do have your previous qualifications reissued to match your new name, these should also be provided.

Contact Details

Admissions (UG/PGT), email: admissions@uea.ac.uk

Postgraduate Research Service (PGR) email: pgr.enquiries.admiss@uea.ac.uk

How to Change your Name and/or Title (Current Students)

A request to change your name and/or title as recorded on the University's student records system during your academic course must be submitted via email and accompanied by electronic evidence of the relevant change (see examples of evidence). Evidence can either be a scanned copy of the original or as a certified true copy of the original.

No documents are required if you wish to change your "known as" name on our systems. However, this will not be the name printed on any official certificates awarded, unless you make this a permanent change with the required documentation. Likewise, no documents are required to change your title except in the case of an honorary title.

To action a change of name and/or title you need to email your respective Learning and Teaching Service Hub (UG/PGT) or the Postgraduate Research Service (PGR) submitting appropriate evidence (as required) in order for a change to be made. If you are not sure what evidence to provide, please contact us.

Transgender Students

You should follow the same process above and provide an electronic scan of your Statutory Declaration of name change or Change of Name Deed if you originally registered under another name and wish to obtain a degree/diploma certificate in your new name.

Contact Details

Learning and Teaching Service (UG/PGT) can be located [here](#)
Postgraduate Research Service (PGR) can be located [here](#)

The official documentation issued and validated by the University during your study and after you have left shows the name and title under which you enrolled, studied and graduated so it is important to make sure that any corrections or changes to your name or title as it is held in the University's official student record are altered before an award is made.

How to Change your Name and/or Title (Alumni)

Once you have graduated, it is not possible to retrospectively change the name and/or title held on your student record, or request documentation such as academic transcripts, certificates, etc. in your new name and/or title. There are two exemptions as follows:

Transgender Alumni

If you wish to change your name as it appears on your current degree/diploma certificate, you must write to Student Records and send them your current certificate along with a Statutory Declaration of name change or Change of Name Deed for your student record to be updated and so a new certificate to be issued.

Personal Security

If you wish to change your name due to vital personal security such as victim or witness protection, and the police or security services recommend that the change should include your qualifications, please write to Student Records and send them your current certificate along with a copy of a police report or solicitor's letter for a new certificate to be issued.

Contact Details

Student Records
Finance, Planning and Governance
University of East Anglia
Norwich Research Park
Norwich
Norfolk
NR4 7TJ

Email: student.records@uea.ac.uk

Known As Names (Current Students)

There are a variety of reasons why students may decide to use a different forename than what is shown on their official documentation. For example, a student who is in the process of transitioning and yet to legally adopt their new name. The Student Records System

has the facility for a known as name to be added to the record, which will then be reflected within your email, and within systems including Blackboard and MS Teams. No documents are required. However, this will not be the name printed on any official certificates awarded, unless you make this a permanent change with the required documentation.

Known as names can be added to your record by emailing your respective Learning and Teaching Service Hub (UG/PGT) or the Postgraduate Research Service (PGR).

Contact Details

Learning and Teaching Service (UG/PGT) can be located [here](#)
Postgraduate Research Service (PGR) can be located [here](#)

Student Support

Further student support can be provided by our Student Life Advisers located within Student Services contactable via email: student.life@uea.ac.uk.

Alternatively, the University has partnered with Health Assured to provide all students access to a 24/7 programme to help you deal with personal and professional issues that could be affecting your studies, home or work life, health and general wellbeing. There is also the Health e-Hub app which gives you wellbeing support at your fingertips. Further details can be found [here](#).

Examples of Evidence

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.

A Certified Copy of Birth

A certified copy of a birth entry will be evidence of a change of name if the new name has been recorded in the birth entry.

Change of Name Deed (Deed Poll)

A change of name deed is a formal statement to prove that your name has been changed.

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 generally accepted as evidence of your change of name. An example template can be found on the gov.uk website [here](#). The declaration must be signed in your new name or your old name and new name, but not the old name only. Consent of all those with parental responsibility is required in the case of someone under 18 years old. Further information [here](#).

This is the simplest form of evidence to obtain, as you just need to complete the document, print it and present to a solicitor, commissioner of oaths or a notary public.

There is normally a £5 charge. This does not require a formal solicitors' appointment, but it is recommended to telephone in advance to ensure someone is available to hear the oath or affirmation.

Whilst there are other solicitors, commissioner of oaths or notary publics who can offer this service, Polly Morgan, Associate Professor in LAW at the University (Polly.Morgan@uea.ac.uk) is able to hear the oaths or affirmations of Statutory Declarations in their professional capacity outside of the University. However, applicants/students/alumni will be offered to make an optional donation to the UEA Law Clinic instead of paying the normal £5 charge.

Police report

The University is aware that some students may choose to adopt a pseudonym for personal reasons (including personal safety) during their academic careers. If you are in this situation, the University will require a police report or solicitor's letter as verification of the change.

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.

Data Protection/Disclaimer

Please note that all data held by the University in connection with any change of name will be treated in confidence and will never be disclosed to a third party without your permission.

You should also note that the University accepts no responsibility for any consequences arising from the change of name which occurs outside the University; if you change your name within the University you should also notify all other relevant external bodies of the change.

Acknowledgement

This policy is based on that of De Montfort University and the University of York and we thank them for permission to use it.

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