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**Name Change Form (Graduation)**

Your student record is an official record and should show your full legal name (to match other official documents, such as your passport and birth certificate) at all times. If this is not the case, or you have legally changed your name, please complete the form in BLOCK CAPITALS and take it with supporting evidence (an original document or certified copy) to the Student Enquiries Counter in the Rutland Building. If you are not resident in Loughborough please email a copy of the form and supporting evidence to graduation@lboro.ac.uk.

For further information and guidance on acceptable supporting evidence, please refer to the Student Handbook.

**1. Current Name (as on your student record)**

|  |  |
| --- | --- |
| Title: | Student ID Number: |
| Forename(s): |
| Surname (Family name): |

**2. New Name**

|  |
| --- |
| Title: |
| Forename(s): |
| Surname (Family name): |

**3. How your name should be ordered on your degree certificate and transcript**

If you would like your name to be printed in a **different order**, for example you would like your surname to be printed before your forename(s), please give the correct order below. Your name should still be identifiable from your passport.

If your name contains accents which are not supported by the University’s student records system, please include them here.

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**4. I confirm that the above information is true and am providing supporting evidence.**

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| Signature: |
| Date: |