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**Name Change Form**

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 or the Student Services desk at the London campus.

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: | Date from which you would like the change to take effect: |  |
| Forename(s): |
| Surname (Family name): |

**3. Please tick the following boxes if required:**

|  |
| --- |
|[ ]  I would like my University email address to be updated to reflect my new name |
|[ ]  I would like my School to be informed of the changes (via my School Admin Team) |
|[ ]  I would like the Student Accommodation Centre to be advised of the changes (students in University halls of residence only) |

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

|  |
| --- |
| Signature: |
| Date: |