

Guidance Notes

It is your responsibility to make every effort to assist us in creating and maintaining an accurate student record of your career here at the University. This includes both relevant personal information and programme records. Any change to your **official** name* must be notified to Student Records in Registry immediately. Please complete this form to inform us of an **official** change to your name, and either send it to Student Records, Registry, or hand it into the Holgate Information Services desk, together with scans of your **original supporting documentary evidence** eg. birth certificate, marriage certificate, passport, deed poll documentation (enrolled or unenrolled) or statutory declaration of name change.

Changing your 'known as' name

*It is possible to change your 'known as' name, as well as your title and gender on your student record by email (without a form) to: studentrecords@yorks.ac.uk

This change will enable a change of name on your:

- IT account
- Student/Library Card
- Moodle and Mahara accounts
- Name which University staff should refer to (e.g. examination and attendance registers) wherever possible

Please note that your 'known as' name will not appear on your final award certificate, transcript and/or Higher Education Achievement Report.

1. Your former name

Title <i>Please delete as appropriate</i>	Mr / Mrs / Ms / Miss / Mx/ Other	Student ID	
Former name in full (including any middle name(s))			
Programme of Study		Year of Programme	

2. Your new official name

Title <i>Please delete as appropriate</i>	Mr / Mrs / Ms / Miss / Mx / Other	Gender <i>Please delete as appropriate</i>	Female / Male / Other (eg non-binary)
New name in full (including any middle name(s))			
Home email address		Contact Telephone	

3. Student declaration

Signed		Date	
Once this form has been processed you will receive a new student ID card with your updated name. If you wish to update the photo please email a replacement to IDcards@yorks.ac.uk . Please indicate if you will be sending us an updated photo.			Yes / No

When completed, this form should be sent to Student Records (studentrecords@yorks.ac.uk), Registry, York St John University, Lord Mayor's Walk, York YO31 7EX or the Holgate Information Services desk in Holgate.

4. For Registry use

	Action	Initials and Date
1	Processed by	