

Policy on Student Name Changes

1. Purpose

- 1.1. As a public organisation, the University has a duty to prevent fraud. It is therefore entitled to put in place certain requirements to prevent fraudulent activity and the measures set out in this Policy seek to address this duty.
- 1.2. This Policy applies to all existing and former University of Reading students, however, the documentation required in 2.4 applies only to University of Reading students whose normal home campus is located in the UK.

2. Name change request during academic career

- 2.1. If you request a name change whilst you are registered as a student at the University, your request must be made in writing and must include evidence of the change of name (as set out in 2.4 -2.6 below) either in original form or certified as a true copy of the original.
- 2.2. Once you have provided the University with the required evidence, and subject always to 5. below, the University will make the requested change to your student record further to 2.4 below.
- 2.3. Any name changes made whilst you are a student at the University will result in a change to your student record and your name on all official documentation (including your award certificate).
- 2.4. Once you have requested to formally change your name and provided the required documentation, your student record will be changed and this change will flow through to a number of other linked University systems including (where relevant), campus jobs, the accommodation office, the SportsPark. Your new name will be used when we share data with other external bodies in accordance with the University's privacy policy, including (but not limited to) UPP, RUSU, Local Authority (for council tax or other purposes), HE funding councils, Sponsors, loan organisations and scholarship schemes. Please note that the change to your name on the University processes and systems may take some time to appear.
- 2.5. **Appropriate form of evidence for British Citizens whose normal home campus is located in the UK**
 - Passport;
 - Marriage certificate/ civil partnership certificate;
 - Birth certificate;
 - Decree absolute/ final order;
 - Change of name deed (enrolled or unenrolled) or enrolled or unenrolled deed poll;
 - Statutory declaration of change of name;
 - Public announcement: a copy of an advertisement in a local or national newspaper stating that you have stopped using your previous name and have assumed a new one;

- Police report: for situations where a pseudonym has been adopted for personal safety reasons.
- 2.6. For University of Reading students whose normal home campus is outside of the UK (for example, UoR Malaysia) and who are citizens of the country in which their normal home campus is located, the appropriate form of evidence of the change of name will be determined locally but must evidence that the change of name has been correctly effected in accordance with local laws and procedures.
 - 2.7. If you are not a citizen of the country in which your normal home campus is located (e.g. you are not British Citizen and your normal home campus is the Reading campus), the University requires an original or certified as true copy of your passport as evidence of your name change. For students who are studying in the UK only and require a visa to study in the UK, the University will also accept an original or certified as true copy of your Biometric Residence Permit as evidence of your name change. Please note that if you do require a visa to study, it is particularly important that the University's record of your name matches the name in your passport or Biometric Residence Permit/visa.
 - 2.8. If you are under the age of 18, we will require parental/guardian consent to the change of name in addition to the documentation listed above.
 - 2.9. If you do not wish to formally change your name, there is the facility to use the 'preferred name' field on our student information system (RISIS) which allows you to record your preferred name which will appear on your Campus Card and a number of other locations but which will not result in a change to your official name or the name used on official University documentation.

Award certificates are legal documents and will show the name held on our student information system (RISIS) at the time of graduation. It is therefore important to ensure that any corrections or changes to your name are made as soon as possible and importantly before you are awarded your qualification.

3. Name change request after graduation

- 3.1. Once you have graduated, the University does not allow retrospective name changes on records or documentation except in the following two situations:

3.1.1. Administrative error

If an administrative error has occurred at the time the degree certificate was issued, the University will reproduce your degree certificate with the correct name free of charge. Please note that you will be required to return your original degree certificate to the University.

3.1.2. Change in gender identity

After graduation and in the event of a change in gender identity, the University will provide a replacement degree certificate showing your new name. This service will be provided free of charge in accordance with the requirements of the Equality Act 2010. The University will, however, need to be satisfied that the reason for the request is a case of change of gender identity.

You will need to provide to the University either (the original or certified copy of) your Passport, current and valid Biometric Residence Permit or Birth Certificate confirming your new name. For the avoidance of doubt, the University will never

require you to provide your Gender Reassignment Certificate (however, you may provide it as evidence of your new name if you wish).

You will need to return your original degree certificate to the University for the new certificate to be issued in your new name.

4. **Please note that the University accepts no responsibility for any consequences arising from the change of name which occur outside of the University; if you change your name whilst a registered student at the University, you should also notify all other relevant external bodies of the change. This is likely to include (but is not limited to):**

- your sponsor/ financial guarantor;
- your student finance authority;
- UKVI (if you are in the UK on a student visa);
- Your local authority (for the purpose of council tax);
- Your bank;
- Your doctor, dentist and other health care provider.

All students are responsible for ensuring that their records are kept accurate and up to date during their period of study.

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

Who to contact to request a name change? Student Services Reception based in the Carrington Building studenthelp@reading.ac.uk