



Changes to Your Personal Details on Student Record For students unable to get to SSiD ONLY

1. Complete this form: Change to Personal Details Form
2. Obtain originals of the documentation proving your change of name
3. Take this completed form and original documents to your Course Secretary for signing

Details on the student record

	Existing details	New details
Registration No.		
Title		
First Name		
Middle Name(s)		
Last Name(s)		
Date of Birth		

Document that proves the current name (tick box):

- Your birth certificate
- Your passport
- Your marriage certificate
- Your civil marriage certificate
- Your Decree absolute
- Your end of civil partnership documentation
- A deed poll/change of name deed.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

To be completed by course secretary/administrator

I can confirm I have seen the original of the document indicated above:

Staff Signature:

Department:

Staff name:

Date:

Photocopies of document identified above must included