

Notification of a Change of Name

QA Ref: STU18; Maintained by: Registry; Last updated: September 2009

GUIDANCE NOTES

It is your responsibility to make every effort to assist us in creating and maintaining an accurate student record of your career in the University College. This includes both relevant personal information and course records. Any change to your name must be notified to

Registry immediately. Please complete this form to inform us of a change to your name, and send it to Registry, together with the **original supporting documentary evidence** eg. birth certificate, marriage certificate, passport or deed poll documentation.

1 Your former name

Title	Mr / Mrs / Ms / Miss / Other <i>Please delete as appropriate</i>	Student ID	
Former name in full			
Programme of Study		Year of Programme	

2 Your new name

Title	Mr / Mrs / Ms / Miss / Other <i>Please delete as appropriate</i>
New name in full	

3 Declaration

Signature _____ Date _____

4 For Registry use

Official document seen and attached _____

Marriage Certificate / Deed Poll / Other (please specify) _____

Details changed on SITS screens: STU, QSV, SPR, SCY _____

Check new username on Active Directory and amend External User Code on MUA _____

Official name entered in QSV and STU and previous name in QSV & STU _____

Note of name change details in SPR _____

E-mail notification sent to Student, Faculty, IT Services, Blackboard, Timetable, Finance, Student Finance, Library and Accommodation _____

File on Student File (change name on file, create a cross-reference A4 sheet with old and new surname to file under old surname) _____

New Student ID card issued _____

Processed by _____ Date _____

When completed, this form should be sent to Registry, York St John University, Lord Mayor's Walk, York YO31 7EX or the Student Advice Counter at Holgate Building