

Change of Personal Details Request

This form should be used in conjunction with the guidance on our ‘Changing your personal details web page.’

Are you on a visa or student visa? No [ ]  Yes [ ]

What do you wish to change?

My Title [ ]

Name Correction [ ]

Name Change [ ]

Gender [ ]

*Outline the reason for your request*:

1. **Current Details on Student Record.** Confirm your personal details as they are now.

|  |  |
| --- | --- |
| Student ID  |  |
| Course  |  |
| Year of Graduation (if you are a current student enter n/a)  |  |
| Title  |  |
| First Name  |  |
| Middle Name  |  |
| Middle Name  |  |
| Surname/ Family Name  |  |
| Preferred Name (if relevant)  |  |
| Date of Birth  |  |

1. **Documentary Evidence 1**. Provide one type of photo ID, OR your birth certificate with photo ID to confirm your current name on your student record or indicate an error in recording the name. We need clear colour copies and may need to verify these in person. Tick or circle the documents you are supplying.

|  |
| --- |
|  Certified copy of your Birth Certificate\* *you will also need to provide photo ID from the list below.* Passport Driving Licence Biometric residence Permit (BRP) Other  |

1. **Requested changes**. Please provide your personal details as you would like them to be recorded on your student record.

|  |  |
| --- | --- |
| Title  |  |
| First Name  |  |
| Middle Name  |  |
| Middle Name  |  |
| Surname / Family Name  |  |
| Preferred Name (if relevant)  |  |
| Date of Birth (corrections only)  |  |

1. **Documentary Evidence 2.** We need to see documents that match the changes you are requesting. Tick or circle the documents you are supplying. If you are here on a visa or student visa, we cannot change your name unless your travel documents have already been updated to the new name.

**British or Irish Citizens**  **Non-British or Irish Citizens**

|  |  |
| --- | --- |
| Marriage or Civil Partnership Certificates | Passport or Travel Document  |
| Passport  | UK Biometric Residence Permit  |
| Driving Licence  | Application Registration Card |
| Change of Deed (“Deed Poll”- enrolled) | EEA Swiss Identity Card  |
| Change of Deed (“Deed Poll”- unenrolled) |  |
| Certified copy of a birth certificate  |  |

**British or Irish Citizens**  **Non-British or Irish Citizens**

|  |  |
| --- | --- |
| Statutory declaration  |  |
| Police Report or Solicitors letter |  |
| Gender Recognition certificate (optional)  |  |

We reserve the right not to record the requested changes if they do not meet the criteria listed for current or completed students, does not contain suitable evidence, or if it is not appropriate for the purpose for which it is intended.

1. **Signatures and declaration**

By signing this form, I give my consent for the University to update the student record database with the information I have provided above. I understand that the information will only be used for the purpose of updating my student record.

|  |  |
| --- | --- |
| Student Signature  |  |
| Date  |  |

1. **Completed students.**

Are you a registered member of our [Alumni](https://www.westminster.ac.uk/about-us/alumni-and-supporters)? No [ ]  Yes [ ]

<https://www.westminster.ac.uk/about-us/alumni-and-supporters>

Indicate if you want your changes passed to the Alumni team No [ ]  Yes [ ]

**External Organisations**

You are responsible for changing your name with organisation outside of the University for example, your bank, GP, local authority, sponsor, UKVI etc. Please note that these organisations may require different evidence to support a change of name.

Changing your name can have implications for other services, such as applying for a mortgage, looking for employment or choosing to immigrate. The university will keep a record of your former name and will record what documents we verified when changing your name. We will not keep copies of the documents unless they relate to your student visa, so it is important that you retain your documents so that you can provide evidence of your identity when needed.