

Northumbria University - Position on Student Name Changes

Under the law in England, Wales and Northern Ireland, an individual may change their name at any time, provided there is no intent on their part to deceive or defraud another person.

UK universities, other public organisations and financial institutions have a duty to prevent fraud, and reserve the right to set their own requirements for fraud prevention. The following requirements have been determined by Northumbria University to prevent identity fraud.

Applicants and Student Enrolments

Northumbria University requires applicants to apply using their legal name as presented on their passport, birth certificate, or marriage certificate. This name is used at enrolment and during students' studies, and for the award certificate at the end of the course.

It is the responsibility of the individual to ensure that the information provided to the University is accurate and for notifying the University of any errors or changes of name prior to being fully enrolled as a student.

Applicants who change their name prior to enrolment must notify the University immediately and provide documentary evidence to support the change. Where applicants have applied through UCAS they will be required to change the name recorded on the UCAS application system complying with relevant UCAS requirements and procedures.

Documents accepted by the University will vary depending upon the individuals circumstances. The following list is example only and is not be limited to:

Reason for Name Change	Documents Accepted
Marriage.	Marriage Certificate.
Divorce.	Original Birth Certificate. Evidence of divorce proceedings. Written confirmation that the individual has reverted to their maiden name.
Legal Change of Name	Change of name deed (formally deed poll)
Witness Protection	Formal notice from Police
Gender Transition	Gender Transition Plan. Or; New birth certificate

Enrolled students who changes their name prior to the publication of final results and the completion of their award may change their name by providing supporting evidence as per the example above. Name changes cannot be implemented once the student has complete their award, to they must notify the University in plenty of time to effect changes.

Changes to Award Certificates

Award certificates issued by Northumbria University are legal documents issued in the name of the student at the date the student attains their award and as per the information held in the University student records system at that time of the award.

Changes to names on certificates can be made only under limited circumstances. Northumbria University will not issue certificates under a changed name to individuals who have married, divorced or changed their name legally. Individuals who have certificates in their old name but who need to show an organisation why the name is different to their current name, for example as

part of a job application, should present their existing certificate along with any supporting evidence as to why their name is different (e.g. marriage certificate). Changes to names on certificate may be possible where:

1. The individual is requesting a name change as part of gender transition and they can provide the University with a copy of their statutory declaration of name change, or a passport showing the new name and gender, or a copy of their new birth certificate (where registered under the new name). To prevent fraud, the original certificate under the original name must be returned with the supporting documentation. With the exception of the original certification, all original documentation will be returned.

2. Where it is in the vital interests of the individual to affect the change due to their own personal security being at risk, for example where the individual has been advised to change their identity by the security services or the police. In these circumstances the request must be accompanied by a letter of support from the police or security service, or a letter from a solicitor outlining the requirements for change and evidence of the formal change of name such as a statutory declaration of name change. To prevent fraud, the original certificate under the original name must be returned with the supporting documentation. All documentation will be destroyed once the name change has been affected.

3. Where the individual is requesting the change of name due to their vital interests, including health matters, are being affected by not changing the name. Individuals must provide documentary evidence as to why the name change needs to be affected and what the consequences of not changing the name would be. Northumbria University reserves the right not to refuse to make changes to certificates where it does not believe there is compelling evidence that the individual's vital interests are at stake. Where the University agrees to affect a change to the name on the certificate, to prevent fraud, the original certificate under the original name must be returned with the supporting documentation. With the exception of the original certification, all original documentation will be returned.

Changes to certificates are subject to a standard fee as per the charges found here:

<https://www.northumbria.ac.uk/about-us/university-services/academic-registry/registry-records-and-returns/certificates/>