

## 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	New birth certificate. Change of name deed formally deed poll.

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:

-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.

-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 to refuse to make changes to certificates where it does not believe there is compelling evidence that the individuals requires the certificate changed. Where the University agrees to affect changed 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/>.