

Request of Change of Name on Student Records



Guidance notes:

Change of Gender and/or Title

You can change your gender and/or title on your student record by emailing studentrecords@lincoln.ac.uk. Email subject header Gender/Title Change, Personal and Confidential. You do not need to provide any documentary evidence to support your request.

About this form

You can change your name at any time while you are a student at the University of Lincoln. Your new name will be recorded on your student record and show on your student email account, Blackboard and the University's timetabling system.

How to change your name on your student record

You need to submit this form and if you wish for your new name to appear on your degree certificate you must provide documentary evidence of the change of name (original or certified) with this form.

You do not have to provide evidence straight away, you can request for your name to be changed on your record and provide evidence at a later date prior to your award being conferred. Your certificate will be printed in your legal name even if you have been known as a different name during your studies, unless you have provided documentary evidence of the change of name.

Please note that having a different version of your name on your degree certificate to that on the other forms of identification may cause you difficulties in future.

Current students should note that they are responsible for notifying all other relevant external bodies of the change e.g. Student Finance England.

International students on a UKVI student visa

If you are a non-UK/EU national who is studying on a student visa, we are unable at this time to process a request for a name change using this form. It is necessary for the University's student record to match your name on your student visa and passport. If you fall into this category, please contact tier4visa@lincoln.ac.uk

How to submit your request

- Please complete and email this form to Student Administration studentrecords@lincoln.ac.uk along with your accompanying documentary evidence.
Email subject head: Request for Name Change; Personal and Confidential or,
- Submit a hard copy to the Student Support Centre, ground floor, Minerva Building, Brayford Campus or by post to Student Administration, Minerva Building, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS, UK. If you are sending the information by post, please supply a stamped addressed envelope so we can return your original documents.

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Your name as recorded on your student record will be used throughout your studies at the University of Lincoln. It will be used on all documentation including visa documentation and your student card.

In order to change your name on your degree certificate in addition to your student record we require evidence of a legal name change. Therefore in addition to submitting this form please provide supporting documentation e.g. a statutory declaration of name change, marriage certificate or a change of name deed (previously known as a 'deed poll').

Student ID Number	Date of Birth	Email address	Current Student?
			Yes / No

	Currently on record	New details
Title		
Forename(s)		
Surname		

Date from which changes should take effect	
Supporting documentation provided (circle as applicable): Statutory declaration of name change/ Change of name deed/ Marriage certificate or divorce decree absolute/ Passport or Driving License/ Birth certificate in your new name/ Public announcement.	

We will be happy to communicate these changes to other University departments on your behalf if you indicate alongside those you would like us to contact:

Student Wellbeing Centre		College/School	
Sports Centre		Library	
University of Lincoln Students Union		Careers	

If there is anyone else within the University that you would like us to share these details with please give details below:

Re-issuing of University Card

Please return your original student card so that a new card can be issued in your changed name.

Signature: _____ Date: _____

Please sign to confirm that you are requesting your student record to be updated as described above.

For Office use only: (please tick)

QLs Updated	Evidence copied & on file	Evidence returned	Other Departments informed
Original University Card returned	University Card re-issued	Original Card Destroyed	

Processed by: _____ Date: _____