

# GUIDANCE ON CHANGING YOUR NAME AT THE UNIVERSITY OF SUSSEX

At the University of Sussex, you can change your name informally to a preferred or “*known as*” name, or you can change your name formally, providing you have evidence that you have changed your name using a legal process. Both options are explained below.

## 1. LEGAL REQUIREMENTS

The law in England, Wales and Northern Ireland permits individuals to be *known by* a different name to their legal names at any time, provided the intention is not to deceive or defraud another person or organisations.

### 1.1 CAN I CHANGE MY NAME IF I AM NOT A BRITISH CITIZEN?

Yes, but your name change may only apply in the UK and you may have difficulties. You should check with your Embassy in the UK that the method of name change you have used, will be accepted in the country in which you hold citizenship and whether there are any further requirements. If your name change is not accepted by your country, you can still change your name for UK purposes, but because your passport and visas will still be in your previous name you may find it difficult to get all your records updated. However, there is nothing to stop you from working, studying, paying taxes, renting a property or anything else in a different name from the one listed on your passport and visa. If you do this, ensure that you provide both names when applying for and extending your visa.

Trans foreign nationals whose national authorities do not recognise changes to names/and or gender in their passports or national identity cards can obtain a biometric residence permit in their chosen name and self-identified gender. See

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/404748/Align\\_Change\\_of\\_Name\\_Guidance\\_-\\_v1\\_0.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/404748/Align_Change_of_Name_Guidance_-_v1_0.pdf)

## 2. ADDING A PREFERRED NAME OR “KNOWN AS”

You can record your preferred or “***known as***” first name on our database by filling in the relevant form found here <https://student.sussex.ac.uk/wellbeing/living/gender>. However, your formal registered name will remain the same in written correspondence, on your department register and in your email address. We can record your new title and the gender with which you identify, but we currently have no way of recording your preferred pronoun on our system.

## 3. FORMAL CHANGE OF NAME

A *formal change of name* means that if you present the university with documental evidence that you have changed your name legally, we will change your registered name on our data base. This means that your name will change on your email, written correspondence, department register and your degree certificate. You will also be able to change your Student ID card.

### 3.1 THE UNIVERSITY OF SUSSEX WILL ACCEPT THE FOLLOWING DOCUMENTAL PROOF OF LEGAL NAME CHANGE:

#### 3.1.1 DOCUMENTS REFLECTING CHANGE OF MARITAL STATUS

Your marriage certificate, civil partnership certificate, decree absolute or dissolution of civil partnership certificate will be accepted as evidence that your name has changed. You are not obliged to change your name when your marital status changes and can continue to use your original name if you wish.

#### 3.1.2 ENROLLED OR UNENROLLED DEED POLL

Trans organisations such as “Press for Change” do not recommend change of name by *enrolled deed poll* as the process can be more expensive (£100+) and is not private. It is listed in public records and published in either the London or Belfast Gazette.

If you want to proceed with a formal deed, then follow these Government instructions [www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts](http://www.gov.uk/change-name-deed-poll/enrol-a-deed-poll-with-the-courts)

Only British, British Dependent Territories, British Overseas or Commonwealth citizens and British subjects who are permanently resident in the UK are entitled to enrol a deed poll.

The University of Sussex will accept an *unenrolled deed poll* as proof of name change, but you should be aware that some other organisations such as banks may not accept this.

#### FORMAT FOR DEED POLL

I [old name] of [your address] have given up my name [old name] and have adopted for all purposes the name [new name].

Signed as a deed on [date] as [old name] and [new name]

In the presence of [witness 1 name] of [witness 1 address], and [witness 2 name] of [witness 2 address].

[your new signature], [your old signature]

[witness 1 signature], [witness 2 signature]

For further information see:

[www.gov.uk/change-name-deed-poll/make-an-adult-deed-poll](http://www.gov.uk/change-name-deed-poll/make-an-adult-deed-poll)

#### 3.1.3 STATUTORY DECLARATION (UNDER THE STATUTORY DECLARATIONS ACT OF 1835)

A *statutory declaration* is a specially worded document which is sworn as a declaration in front of a Commissioner for Oaths. It has a greater legal standing than an unenrolled deed poll. Most solicitors are Commissioners for Oaths and will perform this service for a small fee (between £5 and £10) which is fixed by law under The Commissioners for Oaths Order 1993. Alternatively, the Magistrates Court in Brighton will sign a statutory declaration for £25 if you phone 01502 528 211 for an appointment. This fee includes help with preparing the statement, but you could just use the template below:

FORMAT FOR STATUTORY DECLARATION

I (new name) of (address) do solemnly and sincerely declare that:

- 1) I was born on (date of birth) and formally known as (old name),
- 2) I absolutely and entirely renounce my former name of (old name) and assume and adopt the new name of (new name) in substitution for my former name.
- 3) I intend on all occasions, from today, in all records, deeds, documents and proceedings, as well as in all dealings and transactions, in public and in private, to use my new name of (new name) in substitution for my former name of (old name)
- 4) I request all persons, at all times, to identify and address me by my new name of (new name)

I make this solemn declaration conscientiously, believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at

(Address).....

Before me: .....

This (day) day of (month) (year)

Signature of Declarant.....

Formerly known as.....

*3.2 FILL IN THE FORMAL & PREFERRED NAME CHANGE FORM*

This is available online at <https://student.sussex.ac.uk/wellbeing/living/gender>. You should submit the form to [studentprogress@sussex.ac.uk](mailto:studentprogress@sussex.ac.uk) along with a certified true copy of your legal document.

*3.3 RECEIVE SUPPORT WITH THE NAME CHANGE PROCESS [OPTIONAL]*

If you would like support with completing the name change process, visit the front desk of the Student Centre or contact the team via email at [StudentCentre@sussex.ac.uk](mailto:StudentCentre@sussex.ac.uk)

*3.4 WE WILL INFORM:* our IT department to update your email address; our finance department; your school office; Admissions, and any relevant Student Support services, i.e. Disability Advice, as required.

*3.5 UPDATE YOUR STUDENT ID CARD WITH YOUR NEW NAME*

by visiting the Print Unit in Hastings Building. Further information can be found here: <http://www.sussex.ac.uk/sef/services/print/id-cards>

## 4. CHANGING YOUR NAME OUTSIDE THE UNIVERSITY

To change your name on external databases or documents such as your bank account, driving licence, passport, UCAS form, your local authority for Council tax/Electoral roll, or at UKVI, The Student Loan Company, you will need to check with each organisation which method of legal name change they require.

IT IS YOUR RESPONSIBILITY TO NOTIFY ALL EXTERNAL BODIES OF YOUR LEGAL CHANGE OF NAME