

Adding a preferred or “known as” name

No documental proof is required for this

I hereby request that my preferred first name be recorded on the University data base as:

Preferred or ‘known as’ name: _____

Start Date of Name Change: _____

	Registered Name
Last Name	
Middle Name	
First Name	

Gender Male Female Other Prefer not to say

Title Mr Miss Mrs Ms Mx Other

Pronoun Please note that the Student records system does not record preferred pronouns.

I have read and understood the *Change of Name Guidance* and therefore by signing this form, I consent to all necessary university departments being informed of my name change, but am aware that I am responsible for informing all external organisations of my name change.

Registration Number: _____

Date of Birth: ___/___/___

Signature: _____

Date: ___/___/___

Office Use Only

Processed by..... Date processed: ___/___/___
 Emailed Student Emailed School Emailed Admissions Emailed SC Emailed
 Campus/Residential support Emailed Counselling Emailed Disability Advice