

UNIVERSITY OF ULSTER

CHANGE OF NAME

All applicants accepted for a course of study will be registered under the name which was used on their application. When registering, students will be expected to provide documentary proof of their identity through the presentation of a birth certificate, passport or marriage certificate. The names on these documents should therefore be consistent with the names which were contained in the application for admission to the University.

At enrolment the student's name may only be changed from that which appeared on the application form as follows:

- (a) to agree with the name on the birth certificate, passport or marriage certificate if there has been a clear spelling error or a forename had been omitted from the application; or
- (b) where the student wishes to remove a forename which appeared on the application.

In all other circumstances the name under which the student has been admitted may only be changed, including a change during the course, on production of one of the following:

- (1) a completed "Change of Name" form, giving details of the name by which the student wishes to be known;
- (2) a birth certificate on which a change of name has been recorded by a Registrar of Births, Deaths and Marriages; or
- (3) a marriage certificate; or
- (4) a deed poll.

Circumstances where a student might wish to change his/her name would include a variation of a forename such as Cathy instead of Catherine; where a female student gets married; or the Irish version of a name.

Students changing their name should note that this new name will replace their old name on the University's records and will be used from that time on, that only in exceptional circumstances will a second change of name be permitted and that the award certificate presented on successful completion of the course will bear that name which cannot thereafter be changed.

Students should also note that the University accepts no responsibility for any consequences arising from the change of name which occur outside the University and students who change their names are advised to notify all other relevant bodies of the change.

Students are also advised to consider recording a change of name with the General Register Office, Oxford House, 49-55 Chichester Street, Belfast BT1 4HC, so that the new name would also appear on their birth certificate. (This applies only to students whose birth is registered, or who were legally adopted, in Northern Ireland).

