

Change of Name

Any student who informs the University that their name has altered, be it because of marriage, divorce or change of gender, must provide an original document as evidence of the correct name which they will be known by throughout their university career. .

In order for us to change your name on our central records you will need to:

- print off and complete the change of name form on the next page
- submit the completed form to us at the address given below
- provide the appropriate supporting documentation

You must provide at least one of the following documents:

If you have changed your name

- Marriage Certificate
- Change of Name Deed

If your name has been spelt incorrectly or is missing a middle name

- Passport
- Birth certificate
- Marriage Certificate

Please note that your name as held on your student record is that which will appear on your final award certificate.

You should bring or post your documentation to:

Student Registry
Lancaster University
Ground Floor
University House
Lancaster
LA1 4YW

If you want us to return your documents please enclose a stamped addressed envelope.



Change of Name

Please provide the information requested below.

Library Card Number	
Title	
Forename(s) currently on record	
Surname currently on record	
New Forename(s)	
New Surname	
Documentation provided	

Declaration

I hereby certify that the information I have provided on this form is true.

Signature _____ **Date** _____

Tick here if you have provided a stamped address envelope for return of documents.

For Office Use only

Input by: _____ Date input: _____ Documentation photocopied and placed on file **Yes / No**