

Applicant and Student Name Change Policy

This document is available in Welsh and English

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1. Introduction

This document sets out the policy and associated procedures to be followed to enable applicants and students, and in limited circumstances, former students of the University, to change their name on official University records and documentation.

The policy and associated procedures support compliance with the Data Protection Act 2018, the UK General Data Protection Regulation (GDPR) and relevant equality and diversity legislation including the Gender Recognition Act 2004 and the Equality Act 2010.

2. Purpose of the policy

In an attempt to eliminate fraudulent applications and enrolments and to protect the integrity of qualifications issued by the University, the Applicant and Student Name Change Policy seeks to ensure that the names of applicants and students on the University's student records database accurately reflects those shown on official identity documents.

3. Scope of the policy

The policy serves to inform applicants, students and former students of the University of the documentary evidence that they must provide to the University before a change of name request can be actioned on the University's student records database and on any official University documents generated therefrom. It also serves to inform University staff of the procedures that they must follow when an applicant, student or former student requests that their name be changed on official University records and documentation.

This policy applies to the University of Wales Trinity Saint David (UWTSD), and its constituent colleges, Coleg Sir Gâr and Coleg Ceredigion, referred to as the UWTSD Group and relates to all applicants, students and former students of the UWTSD Group and its predecessor institutions.

4. Policy statement

Under the law in England, Wales, and Northern Ireland, if you wish to be known by a different name you may change your name at any time, provided that you do not intend to deceive another person or commit an act of fraud. There is no legal procedure to follow in order to change a name, you may simply start using the new name. You can change your forename or surname, add names or rearrange your existing names.

Like other public organisations and financial institutions in the UK, however, universities have a duty to prevent fraud and so can exercise the right to make certain requirements mandatory. In order to reduce the risk of fraudulent applications and enrolments, the University of Wales Trinity Saint David requires every applicant to apply using the same name as shown on their passport, birth certificate, or marriage certificate.

Your Official Name

The name that you provide on your University application must be your official name and must match formal documentation such as your birth certificate, passport or change of name deed. Data held by the University in connection with the change of an applicant's or student's name will be processed in accordance with the University's data protection policy.

Your 'Known as' Name

A 'known as' name or preferred name that is different to your official name can be recorded on the student record system and used on certain communications from the University. Students should be aware that official university documents, including your final certificate and transcript, will use your official name and not your 'known as' or preferred name.

Correction of Name Errors

If your name has been recorded incorrectly on your student record, such as a typographical error, you should provide evidence of your exact name details by way of your birth certificate, passport or change of name deed (original, certified or uploaded copy to MyTSD). Please note that original documents must not be posted as the University accepts no responsibility in relation to original documents if so posted or delivered to the University. All errors should be reported to the UWTSD Registry, or your collaborative centre who will contact the UWTSD Registry, in order to make the appropriate amendments.

Official Name Change

If you officially change your name while you are a UWTSD applicant or student and wish your new name to be recorded on your student record, you must submit a formal request in writing, accompanied by documentary evidence of the change of name (original, certified or uploaded copy to MyTSD). Please note that original documents must not be posted as the University accepts no responsibility in relation to original documents if so posted or delivered to the University. Applications to record a new name should be made to Registry, or your collaborative centre who will contact the UWTSD Registry, in order to make the appropriate amendments.

Appropriate documentary evidence may include, *inter alia*:

- i. Passport;
- ii. Change of name deed;
- iii. Marriage certificate / civil partnership certificate and decree absolute / final order (for name changes following marriage / civil partnership or divorce / ending a civil partnership);
- iv. A statutory declaration of change of name;
- v. Public announcement: a copy of an advertisement in a local or national newspaper stating that you have stopped using your previous name and have assumed a new one;
- vi. Police report or solicitor's letter: if you have to adopt a pseudonym for personal reasons (including personal safety) while you are a student at UWTSD, you should provide a police report or solicitor's letter as evidence of the change.

If you are not a British citizen, the University requires a copy of your passport as evidence of your name change. For students who require a visa to study in the UK, it is particularly important that the University's record of your name matches the name on your passport, not least to ensure the accuracy of your CAS documentation.

Where applicable, a replacement student ID card will be produced for students who change their official name or add a 'known as' name to their student record. No charge will be made for replacement cards produced for students who have undergone an official name change as a result of transition.

Gender Re-assignment

If you wish to amend your gender on your student record, you must submit a formal request in writing, accompanied by documentary evidence of your gender re-assignment.

Appropriate documentary evidence may include, *inter alia*:

- i) Birth or adoption certificate in your acquired gender;
- ii) Gender Recognition Certificate;
- iii) Letter from your doctor or medical consultant confirming that your change of gender is likely to be permanent;

Applicants and students may request to change their gender record at the same time as they request a name change, providing the relevant documentary evidence is submitted.

The University is governed by the gender values recognised by HESA, namely 'Male', 'Female' and 'Other'. It is recognised that students who identify as non-binary and wish to adopt the value of 'Other' may not be able to provide evidence when requesting an amendment to their gender record.

Applications to change a gender record should be made to the UWTSD Registry, or your collaborative centre who will contact the Registry, in order to make the appropriate amendments.

Students are able to display their gender pronouns when using Microsoft Teams and Outlook without needing to request approval from the University.

Changing a Name on a Certificate, Diploma Supplement, or Academic Transcript

Once you receive your certificate, diploma supplement, or academic transcript, it is not possible to amend the name on these documents. The only retrospective changes that can be made are where:

- an administrative error has occurred and is notified to Registry within four calendar months of the issuing of your award;
- a change is required under the provisions of the Gender Recognition Act 2004.

Graduates who have changed their name following completion of their course (for example through marriage or by change of name deed), and who wish to demonstrate to a prospective employer or educational institution that their degree certificate or confirmation letter belongs to them, should ensure that supporting documentation showing the name change accompanies the certificate or confirmation letter provided to the prospective employer or educational institution.

Under the provisions of the Gender Recognition Act 2004, if after taking leave from UWTSD you wish to change your name and gender on University records and request a replacement certificate, diploma supplement or academic transcript, you must submit a formal request in writing, accompanied by documentary evidence of the change. All applications should be made to the UWTSD Registry.

5. Monitoring and review of the policy

The policy and associated procedures will be monitored by the UWTSD Registry and reviewed on an annual basis. Any changes to the policy deemed necessary shall be submitted to the Student Experience Committee for approval.

6. Related policies and procedures

The Applicant and Student Name Change Policy should be read in conjunction with the University's policies on data protection and the Admissions Policy available at:

www.uwtss.ac.uk/about/governance-and-management/strategies-and-policies/admissions-policy-and-terms-and-conditions.

Policy author(s):

Elin Bishop.....Job Title: Executive Head of Registry.....

Document version control

Version No:	Reason for change:	Author:	Date of change:
1.1	Annual Review - initial draft for consideration by the Director of Marketing and Communications.	Elin Bishop, Executive Head of Registry/ Gemma Green, Senior Admissions Officer	13/08/25
1.2	Final version – minor amendments approved by the Director of Marketing and Communications.	Elin Bishop, Executive Head of Registry/ Gemma Green, Senior Admissions Officer	03/09/25

Current status of Policy: Approved

Policy applicable to: HE

Date ratified: 03/09/2025

Date effective from: 03/09/2025

For publication: on UWTSD website.

Approval

The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.

If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required.

ALL policies submitted for approval must be accompanied by a completed:

- *Equality Impact Assessment*
- *Institutional Impact Assessment*
- *Data Protection Impact Assessment*

Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.

For completion by the Policy and Planning Team

Please tick to confirm the following:

An institutional Impact Assessment has been completed ☒

An EIA has been completed ☒

A PIA has been completed ☒

Matters requiring consideration by the approving committee: None



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David