



Applicant and Student Name Change Guidance

It is your responsibility as an applicant or student to ensure that we have the correct information about you recorded on our systems. This guidance sets out how to change your name with us, including what documentation or evidence you may need to provide. This can be sent to our Admissions or HE/FE Administration teams, depending on what stage you're at in the application and enrolment process.

Please note that this guidance applies to applicants and enrolled students who are British Citizens living in England, Wales or Northern Ireland. If you are a British Citizen living in Scotland, then there are different rules for changing your legal name, but we can still accept many of the options outlined in this guidance to support your change of name with us. If you are not a British Citizen, please see the section below "For Students who are not British Citizens".

Why is this important?

Providing us with the correct information is important for you because it means that your student record will be up to date, and the final award certificate that you will be issued upon successful completion of your programme will be reflective of the name that you wish to be known by. It is important for us because we are required to match and verify records with Student Finance, so that we can protect the University and its community against fraud. We are committed to equality, diversity and inclusivity, and strive to make all members of our community feel welcomed under the name of their choice. We wish to support any student wishing to change their name in doing so in a way that allows us to maintain accurate records of our applicants and students, and protect the University against malicious or illegal activity.

We recognise that changing your name is a big decision, which will have consequences beyond your time at university. If you are not ready to commit to the long-term action of changing your legal name, but wish to be known by another name, then there are other options available to you. For example, we are able to record a preferred name within your applicant portal or student record. We will use this for all everyday communications with you, but please note that any formal documentation, including offer or enrolment information, and your final transcript and degree certificate, will use your legal name.

For Applicants

You must supply evidence of your legal name, regardless of whether you are applying directly to us or via UCAS. This will be the name under which we process your application, including any formal communication or documentation issued as part of this process. If there is a discrepancy with the name you use, for example the name on your application

and the name on your entry qualifications is different, then you will need to provide us with formal evidence of this change of your legal name. Details of how to do this are included within this guidance. If you wish to change your name whilst going through the application process then we will be able to accept the change in name providing you are able to provide sufficient evidence of the change. Details of what you would need to provide are included in this guidance.

Please note that if you are making an application for a tuition fee or maintenance loan from the UK Government, then the name under which you apply for this funding must match the name under which you apply and enrol with us.

For Enrolling Students

You will be asked to provide identity documentation as part of the enrolment process. If the name under which you are wishing to enrol does not match your identity documentation, then we will require formal evidence that you have legally changed your name. Depending on the circumstances, this may require you enrolling under the name which appears on your formal documentation, and then changing your name on our records as soon as you are able to provide this evidence.

For Current Students

After enrolment you can change your name by following the options outlined in this guidance. Formal evidence will still be required, and in order for your degree certificate to be issued under a different name, this must have been requested prior to the final day of your studies. More information on issuance of degree certificates can be found below.

For Students who are not British Citizens

If you are not a British Citizen, then the name listed on your passport, travel document, UK Biometric Residence Permit, UK Application Residence Card, or EEA/Swiss National Identity Card will be the name that we use. Please note that these documents will take precedence over names recorded on other documents mentioned in this guidance, such as a deed poll or a marriage certificate. If you are not British Citizen and wish to change your name with the University, you must first amend your name on your passport, travel document, UK Biometric Residence Permit, UK Application Residence Card, or EEA/Swiss National Identity Card. Once you have received the updated document, then this can be used as the required evidence to amend your name on your student record.

Please note that if you require a visa or other immigration permission to reside in the UK, the name that is listed on your passport, as well as any information submitted as part of your visa application, must match the legal name you provide for your Confirmation of Acceptance for Studies (CAS).

What are your options for changing your name?

There are three options that we can consider when changing your name on our records:

1. updated formal identification
2. enrolled deed poll (for British Citizens living in England, Wales and Northern Ireland)
3. unenrolled deed poll (for British Citizens living in England, Wales and Northern Ireland)

Updated Identification

If you have an in-date piece of formal identification which displays your preferred name, then this can be used as evidence to change your name on our records. Formal identification is understood to be your passport or driving licence if you are a British Citizen, or your passport, travel document, UK Biometric Residence Permit, UK Application Residence Card, or EEA/Swiss National Identity Card if you are not a British Citizen.

Deed Polls

A deed poll is a legal document that proves a change of name. There are two versions, an “enrolled deed poll” and an “unenrolled deed poll”.

What is an enrolled deed poll?

- Enrolling a deed poll puts the new name on public record at the Royal Court of Justice.
- This is a paid-for process, currently costing £42.44, which can be completed on the gov.uk website.
- If you are over the age of 18, then you can apply for an enrolled deed poll yourself.
- If you are under the age of 18, and wish to enrol a new name on public record, then the process for changing a child’s name must be followed. This requires the agreement of everyone with parental responsibility, or a court order.
- Leeds Arts University will accept enrolled deed polls as proof of change of name, typically without any additional evidence being required.

Enrolled deed polls are recognised as the most formal, preferred option. However, it might not always be practical or possible to obtain one, so in certain circumstances Leeds Arts University is also able to accept unenrolled deed polls.

What is an unenrolled deed poll?

- If you are over the age of 16 you can produce an unenrolled deed poll yourself.
- If you are unable to apply for an enrolled deed poll (for example, if you are unable to gain parental consent), then an unenrolled deed poll can be offered as an alternative for consideration.
- Leeds Arts University is able to accept unenrolled deed polls as proof of name change, depending on the context, and at its discretion. Leeds Arts University will consider each request on a case by case basis, depending on the context and information available. Leeds Arts University reserves the right to require additional proof of change of name for any reason.
- Your unenrolled deed poll can be written or printed, but a typed name cannot be accepted as a signature.
- If you are looking to make your own unenrolled deed poll, then the gov.uk website has guidance on how to do so, and some sample wording that you are able to use. Please see their [Change your Name by Deed Poll webpage](#) for more information.
- At pre-enrolment and enrolment stage, where there is a higher risk of fraud (e.g. in relation to Student Loans), and where you may not be known to the University, an additional proof of change of name will be required.
- If you are using an unenrolled deed poll and we require further evidence of change of name, then proof that you have secured Student Finance in your preferred name will be accepted and allow us to make the change, typically without the need to provide anything further. We would expect that the name under which you have

secured Student Finance, and the name under which you enrol, would be the same. This helps protect you and the University against fraud.

- If we do require additional evidence of proof of change of name , then you may need to consider a more formal option. This includes the following in-date documents with evidence of your preferred name :
 - Passport
 - Driving Licence
 - Marriage/Divorce Certificate
 - Enrolled Deed Poll

- If you were to request to withdraw the unenrolled deed poll and revert to your original name, Leeds Arts University would require a replacement deed poll in order to formalise this request.

Acceptance of change of name

- Once acceptable documentation has been provided, your details will be updated on Leeds Arts University's systems.
- All documentation, including evidence you provide, will be stored on our systems and will be retained in line with our Records Retention Schedule.
- All change of name requests must be received prior to completion of studies. For the avoidance of doubt, this is normally the last day of your final term.
- For graduates, degree certificates and transcripts will not be re-issued in a different name to that previously recorded on Leeds Arts University systems, unless in exceptional circumstances (e.g. witness protection, gender reassignment), or where an error was made in the spelling or order of your names on the record. Please note, the University may apply a charge for the reprinting of a certificate and transcript.