

Request for formal change of name

I hereby request that my name be changed on all permanent University of Sussex records.

	Former Name	New 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.

Start date of name change: ____/____/____

Documental proof of new name (Please tick):

- Statutory declaration of name change Birth Certificate
- Enrolled or unenrolled deed poll Decree absolute/Dissolution order
- Passport Other.....
- Marriage/Civil Partnership certificate

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:** ____/____/____

<u>Office Use Only</u>	
Processed by.....	Date processed: ____/____/____
Emailed Student <input type="checkbox"/> Emailed School <input type="checkbox"/> Emailed Admissions <input type="checkbox"/> Emailed SC <input type="checkbox"/> Emailed Campus/Residential support <input type="checkbox"/> Emailed Counselling <input type="checkbox"/> Emailed Disability Advice <input type="checkbox"/>	