



**Part 1- (For all- complete as appropriate)**

<b>New name:</b>		<b>New Gender (select):</b>	Male / Female/ Other
<b>Date</b>		<b>Preferred Title (select):</b>	Mr/ Mrs/ Miss/ Ms/ Mx other:
<b>Contact details:</b>		<b>Student number:</b>	

**Part 2- please complete with previous and new name**

I [ ] formerly known as [ ] declare that:	
I wish to cease using my former name of [ ] and assume the name of [ ];	
I request that the University of Glasgow change my MyCampus record to the name of [ ];	
Declared on:	
1. Signed [insert full new name] :	
2. Former signature of former name:	

**Part 3- Please complete as appropriate Gender Change**

I [insert full new name here] formerly known as [insert previous name here] declare that:	
I wish to change the record of my gender from [ ] to [ ];	
I wish to change the record of my gender from [ ] to [ ];	
Declared on:	
1. Signed [insert full new name] :	
2. Former signature of former name:	

Please note that this form can only be accepted with handwritten signatures included

**FOR OFFICE USE ONLY**

Processed by:	Date:	SW ref:
---------------	-------	---------



### About this form

This form can be used to request a change to your student records with regard to your name and/ or gender.

We acknowledge that some people who wish to change their name or gender on their student record will not be able to provide another official document in a new name or gender. The University has created this form in order to allow those who are unable to provide proof of a name or gender change in another official document to declare their intention to change their name or gender.

The form will be kept in confidential file for a limited period then destroyed.

We reserve the right to reject a request or seek further proof of your identity to ensure the veracity of a request.

### About changing your name or gender

This request will change your Primary Name on MyCampus.

This new information will be used to issue your degree certificate. Note that using a different version of your name on your degree certificate to that on other forms of identification may cause you difficulties in future. You are responsible for making changes to other forms of identification.

Changes will be made to your student record within 48h hours of receiving this form. Once changes have been made on your student record (MyCampus) it may take an additional 24 hours for some university systems to update. You will be able to request a new student ID card 24 hours after your student record has been updated.

You are advised that the University will **not** send notification of a change to Schools/ Research Institutes or College Administration. If appropriate, you may wish to notify your course administration team and/or teaching staff.

### International students on a UKBI student visa

If you are a non-UK /EU national who are studying on a student visa, we are unable at this time to process a request for a name or gender change using this form. It is necessary for the University's student records to match your name and gender on your student visa. If you fall into this category, please contact [immigrationcompliance@glasgow.ac.uk](mailto:immigrationcompliance@glasgow.ac.uk) for advice.

### More information for about changing your name or gender for transgender students

Advice and support is available for transgender students from GULGBTQ+ society. Your Advisor of Studies will be able to support and assist you. The University has suggested action plans that you may wish to discuss with your advisor. More information is available here: <http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/equalitypolicy/app-e/>

### How to submit your request

Once you have completed the form you can submit it by logging into the University of Glasgow Helpdesk here: <https://glasgow.ac.uk/help>  
Once logged into the helpdesk use the search bar at the top to search for 'Update Personal Information Request'. You can then use the Update Personal Information Request Form to upload your form.

### Data Protection Statement

The information you provide will be used for the purpose of amending your student record details on MyCampus. The University will not notify Schools/Institute/College Administration of a change in name or gender.

There may be instances where the University is required to share your personal and sensitive personal data with third parties for statutory or regulatory reporting purposes. For further details on how the University processes your personal data can be found in s.3 of the University Calendar <http://www.gla.ac.uk/services/senateoffice/policies/calendar/>