



# Student notification of change of name, title or gender

This form is for students who intend to change their name, title or gender

## Current details on student record

Title: Mr  Miss  Mrs  Ms  Dr  Mx  Other .....

First name(s): .....

Middle name(s): .....

Last names(s): .....

Gender\*: Male  Female  Other  .....

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

## Changes to be made to student record

Title: Mr  Miss  Mrs  Ms  Dr  Mx  Other .....

First name(s): .....

Middle name(s): .....

Last names(s): .....

Gender\*: Male  Female  Other  .....

\*See the [Trans Equality Policy](#) and [guidance to support trans staff and students](#) for more details.

By signing this form I confirm that:

- I give my consent for University staff to update the University's student record database (called Banner) with the information I have provided above.
- I understand, and give consent, that the information I share with you will only be passed on to University staff for the purpose of updating my information on University systems. These University staff have a duty to keep my information private and confidential. I further understand that my Student Education Service office will confidentially contact me to agree when and how this change is communicated within the School.
- I understand, and give consent to sharing this information where the University has a legal obligation to do so.
- For University of Leeds purposes my personal details are not reflective of my preferred names, gender and title and I would like my records to be changed in accordance with the information provided above.
- I understand that records going forward will show my requested new personal details and previous records will be changed as far as is practicable. I further understand that updating such records will be done within a reasonable timeframe.
- I confirm that I have been provided with guidance around these changes (see next page)

Signed (student) .....

Date of request: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Student ID number: 

--	--	--	--	--	--	--	--	--	--

Name of your school/department: .....

Student Services Counter staff signature: ..... **Please Turn Over** →

## Student information following a request to change name, gender and/or title

Thank you for visiting the Student Services Counter to notify of your change in details.

This flyer provides information about other considerations for students following this change in name, gender and title:

- When your records are updated this means any communications between the University and for example, UK Visa and Immigration (UKVI), student loans, sponsors and banks will include your new name/gender details therefore you will need to liaise with the relevant organisations to amend your details on their records otherwise the information between the organisations will not correspond;
- When you register to attend a graduation ceremony or to request your documents are posted to you, at this time you are asked to confirm the name to appear on the certificate. If there is a need for this to match other documentation such as sponsor records you can request this. Students should be aware that at award ceremonies they will be referred to by the name on their award certificate;
- Exam seating lists will be updated as quickly as possible however where a change is particularly close to an exam period, in limited situations it may not be possible to reflect your change on the seating list. If this causes you concern please email [Examinations@leeds.ac.uk](mailto:Examinations@leeds.ac.uk).
- If you are an international student on a tier 4 visa you should be aware that University student records are required to match UK Visa & Immigration (UKVI) records. If this situation applies to you please contact the Equality Policy Unit at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk).

When making the request to change your name, gender and/or title on University systems you are giving consent for key University staff to be informed on a confidential basis to request updates to other databases used by the University. These changes will be completed within a reasonable timeframe.

The University of Leeds [Trans Equality Policy](#) (which can be found at [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)) sets out the commitment for trans equality, values the diversity of its students and believes that the inclusion of trans students within our community will enrich our University environment.

You can seek additional support through:

- School based support from your personal tutor or Education Service Office;
- [Student Counselling and Wellbeing](http://students.leeds.ac.uk/info/100001/counselling) <http://students.leeds.ac.uk/info/100001/counselling> who can work with you to help you manage your wellbeing and mental health to develop insights into your situation alongside the tools and strategies to make the most of your time at University;
- [Leeds University Union \(LUU\) Advice Centre](https://www.luu.org.uk/student-advice/) <https://www.luu.org.uk/student-advice/> can offer a range of information and advice concerning your health and well-being;
- [Leeds University Union \(LUU\) Equality and Diversity Officer](https://www.luu.org.uk/exec/) <https://www.luu.org.uk/exec/> who makes sure the campus and the city, champion equality and diversity and every student has a voice;
- [Leeds University Union \(LUU\) Liberation Co-ordinators](#) who work to improve the experiences of minority communities on campus.