**Name and date of birth amendments post award**

**Student name changes post award board**

Certification documentation **CAN** bechanged for alumni who have:

|  |  |
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| **Circumstance:** | **Documentation required:** |
| Completed legal gender reassignment or identify as non-binary | Copy of their deed poll or equivalent |
| Incomplete name/error in their name recorded by the University at enrolment | Copy of passport/photo ID valid at the time of enrolment |
| Notification from student prior to the award board, either:* Not actioned by the University in a timely fashion
* Delay in evidentiary documents reaching UON
 | Copy of either of the above documents showing legal name change was actioned *prior* to award date. |

Certification documentation **CANNOT** be changed for alumni who have:

* got divorced since award and wish to have their certificate in their new name
* got married since award and wish to have their certificate in their new name
* changed their name by deed poll since award (unless they have completed legal gender reassignment or identify as non-binary)
* requested their name be in a different format than agreed at enrolment e.g. Surname Forename(s) rather than the standard Forename(s) Surname
* changed their name during their study but failed to tell us prior to their award being conferred

**Format of names on documents:**

The student record must match the passport if the student has a passport that bears a forename and surname field.

If the student only has one name on their passport, the University will advise how the name will appear.

Student names on certificates and transcripts will be shown in British format. The University is unable to produce documents in any other language.

**Student date of birth amendments post award board**

If, upon receipt of your transcript, you note any discrepancy with your date of birth this may be amended based on the following criteria:

* By providing a scanned copy of your passport which shows the correct date of birth
* By providing a scanned copy of a UK drivers license (with photograph) which shows the correct date of birth
* By providing a scanned copy of your BRP card (overseas students only)