Change/Correction to Student Personal Details Application

PLEASE COMPLETE IN BLOCK CAPITALS

TCD STUDENT ID NUMBER	
FULL NAME (CURRENTLY ON STUDENT RECORD)	
COURSE TYPE	☐ **UNDERGRADUATE** ☐ **POSTGRADUATE**
COURSE NAME	
YEAR OF COURSE (e.g. 1st, 2nd)	
TUTOR/SUPERVISOR (Current students only)	

Please tick sections you are requesting to update:

	CURRENT DETAILS ON STUDENT RECORD	NEW DETAILS
☐ **SURNAME**		
☐ **FORENAME(S)**		
☐ **GENDER**		
☐ **DATE OF BIRTH**		
☐ **NATIONALITY**		

IMPORTANT:

I have read the relevant regulations on the reverse of this form and understand that the amended details will appear on my record. Amended names will appear on my final award parchment.

I understand that the University will certify my registration only in the details indicated above.

Student Signature: **Date:**

FOR OFFICE USE ONLY	FOR OFFICE USE ONLY
Type of Documentation: **Declaration form received & signed off by** **STO or Tutor**: Yes / No/ N/A **Confirmation received from Irish Language Officer**: Yes/ No/ N/A	**Staff Signature:** **Date processed:**

Please return completed 'Change /Correction to Student Personal Details' form to Academic Registry Service Desk in person with originals of your supporting documentation for verification.

Change/Correction to Student Personal Details
Regulations

- It is the responsibility of the student to notify the Academic Registry of any changed or incorrect information on their student record. A student's personal details are recorded at the point of admission to Trinity College Dublin as given on the CAO application or direct entry application form, as appropriate.

- This application should be completed and **presented in person** with supporting documentation to the Academic Registry Service Desk for approval and processing.

- Any change or correction to a student's personal details must be supported by official documentation e.g. passport, birth/marriage/gender recognition certificate, deed poll of name change or other documentation as deemed acceptable by Service Desk staff and the Service Desk Manager.

- Transgender and otherwise gender-transitioning students without access to other supporting documentation can submit a Change/Correction to Student Personal Details declaration form signed by their personal tutor/ Postgraduate Advisory Service/ Senior Tutor's office.

- Students wishing to change their name to the Irish version (who do not hold official I.D or documentation stating their name in Irish), will be required to complete the 'Change/Correction to Student Personal Details' form and to submit to the Academic Registry. This request will then be sent to the Irish Language Officer, who will then confirm the name change with the Academic Registry/Service Desk Team who will then update the record.

- Student records will be updated to match the details exactly as presented on the corresponding documentation. In the event of a change requiring a replacement student ID card the replacement fee will be waived upon return of the originally issued card.

- A student's registered name may not include official titles (e.g. Honourable, Lord, Lady, Prince, etc.) or any initials, brackets, or adjuncts (e.g. Jnr, Snr, III).

- In order to facilitate the processing of final results and arrangements for Commencements ceremonies a student's registered name may not be changed after the publication of a student's final results.

- Students are advised that the name under which any grants, visa applications or other documentation are applied for should correspond with their official name as registered in Trinity College Dublin.

- **The Academic Registry is unable to certify any documentation presented by a student that is not in their registered name.** Requests to certify documentation presented with shortened versions of names, alternate surnames or Irish English translations of names cannot be facilitated.

Please return completed form to Academic Registry Service Desk in person with originals of your <u>supporting documentation for verification.</u>