University of Manchester

Student Services Centre

Procedure for the administration of student names changes

Student names as confirmed at registration are held on the University's student record system - *Campus Solutions*. These names will be used in all correspondence and will be printed on certificates[1] issued on graduation as well as on any official transcript or formal verification of an award. It is therefore important that any change to a name during an individual student's academic career is recorded correctly.

While there is no legal procedure that has to be followed in order to change a name, individuals can change their name at any time provided they do not intend to deceive or defraud another person. Nevertheless, the University has a duty to take all reasonable steps to reduce the risk of fraud. To this end the procedure detailed below is to be used for the administration of all student name changes whether completed by staff in the Student Services Centre or in the student's 'home' School.

(a)   All requests for a change to a name on the student record must be submitted formally along with documentary evidence that shows the date of, and reason for, the name change either in original form or as a certified true copy of the original e.g.,

- for married or divorced women we will need to see marriage or divorce certificates;

- for civil partners we will need to see either a civil partnership certificate or dissolution certificate;

- for students reverting to their maiden name we will need to see their birth certificate and a signed statement to say they have gone back to their maiden name for all purposes;

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[1] ***Change of, or amendment to, a name on a certificate once it has been issued***

All requests for an amendment to a certificate must be directed to the Graduation and Verifications Team in the Student Services Centre. Changes will be made on a certificate only:
o on receipt of a written request from the graduate;
o on the submission of appropriate documentary evidence that shows the date of, and reason for, the name change either in original form or as a certified true copy of the original (see examples above);
o on payment of £30;
o on return of the original certificate.

Any certificate issued following a name change will carry the following endorsement on the reverse: *The original award was conferred under the name….*

In circumstances where to use a full name might be insensitive e.g., where an individual has studied as one sex and subsequently lives as the other the surname and the initials only will be recorded. Please note that in such cases appropriate documentation confirming the change of gender will be required e.g., a letter from a consultant surgeon, a counsellor or a Gender Recognition Certificate (after April 2005).

In cases where the University is required to verify the award for a graduate whose certificate has been re-issued in a changed name please note that copies of both the front and the reverse of the certificate **must** be submitted.

- in all other cases we need to see a change of name deed, and if the name has been changed more than once, evidence will be needed of all changes of name.

(b)   If it is simply that the name has been misspelt or recorded incorrectly we need written notification together with a copy of a passport or birth certification to verify the correct spelling.

Procedure for staff administering a name change on *Campus Solutions*

1. On receipt of a formal request for a change to a name on the student record please ensure that it is accompanied by documentary evidence that shows the date of, and reason for, the name change either in original form or as a certified true copy of the original (see examples listed in (a) above). See Part 1 of the instructions below for changing a name

2. On receipt of notification that a name is misspelt see note (b) above and follow the instructions detailed in Part 2 below.

Note: Changes to student names may be carried out by staff in the Student Services Centre or by appropriate staff in the student's 'home' School provided the required evidence has been provided by the student and the instructions detailed below are followed.

Part 1 – Changing Names:

Navigate To: Campus Community > Personal Information (Student) > Biographical (Student) > Names.

➢ **1.** Enter student ID number

Names
Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value |

EmplID:	begins with ▼	[ ] 🔍
Academic Career:	= ▼	[▼]
National ID:	begins with ▼	[ ]
Campus ID:	begins with ▼	[ ]
Last Name:	begins with ▼	[ ]
First Name:	begins with ▼	[ ]

☐ Include History   ☐ Correct History   ☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

➢ **2.** Click on the **Search** button.

➢ **3.** Any matching results will then be displayed in a table for you to select the student you require from the list. If you are taken straight to the Names page without any matches being returned for selection, then your criteria only returned the one match.

➢ **4.** You will be taken to the **Names** maintenance page, where you will see any current names for the individual listed.

➢ **5.** From the **Type of Name** drop-down list, select the name type that you wish to update. This will be PRIMARY for most cases, unless the student has specifically requested an additional separate name that they wish to be referred by.

Note: A student must always have an ACTIVE PRIMARY name as this name type is used when producing degree certificates, transcripts and other official documents. The primary name also feeds into blackboard and other systems within the University.

➢ **6.** Enter the name information, as required – you will see that you can enter a **Prefix**, **First**, **Middle** and **Last Name**, along with a name **Suffix**. You will see that the Effective Date defaults in to today's date – this can be changed if needed.

> **7.** Once you have entered the necessary details, click on the **Submit** button.

> **8.** Click on the **Save** button to confirm your changes.

Note: To view any previous names held against a student you must tick the 'Include History' button when searching for the student, then click 'Name History' when in the screen.

> **9.** Now go to Campus Community > Comments > Comments – Person > Person Comment Entry

> **10.** Click 'Add New Value' and type the students id number in the 'ID' field and click 'Add'

➢ **11.** In the 'Administrative Function' type 'GEN' then type 'SCLGEN' in the 'Comment Category' and add your School code into the 'Department' field. Lastly, type into the 'Comments' field information about what documents were seen to verify the change and also where you saved a hard copy. Then click 'Save' to confirm your changes.

NOTE: If you cannot select the Administrative Function and/or Comment Category of 'GEN' and 'SCLGEN', respectively, please email cs.records@manchester.ac.uk to request an update to your access.

Comment DateTime:	16/02/2011 10:45:51
*Administrative Function:	GEN 🔍 General
*Academic Institution:	The University of Manchester ▼
*Comment Category:	SCLGEN 🔍 School Comments

Comment Data

Comment ID:	5790444 🔍
Department:	3028 🔍 School of Env and Devpt
Comment Date:	16/02/2011
Comments	This is an example:-

*Checked birth certificate
*Photocopied original and saved a copy to Livelink

NOTE:- Saving a local copy or a copy to Livelink is sufficient |
| Append Comments: | |

🖫 Save   🗐 Notify   🗐 Add

Note: If the student wants their email address changing to reflect the name change in Campus Solutions please call the IT Services Helpdesk on ext. 65544 or contact the IT Service desk by visiting:

• http://www.itservices.manchester.ac.uk/contacts

Part 2 - Correcting an Existing Name:

Navigate To: Campus Community > Personal Information (Student) > Biographical (Student) > Names.

You will need to select the Correct History option if you are going to be making a change to an existing name. Please contact your Senior School Administrator for assistance if you do not have access to this function.

➢ **1**. Follow steps 1 – 4 as above but tick the 'correct history' box before clicking the search button.

  ➢ **2.** Where a name is incorrect (such as a spelling mistake) do not complete the 'add/change name' box, simply click the 'Name History' link.

  ➢ **3.** Click 'Edit Name' and overtype the existing details, click OK (twice).

  ➢ **4.** Click on the **Save** button to confirm your changes.

  ➢ **5.** Now go to Campus Community > Comments > Comments – Person > Person Comment Entry

  ➢ **6.** Click 'Add New Value' and type the students id number in the 'ID' field and click 'Add'
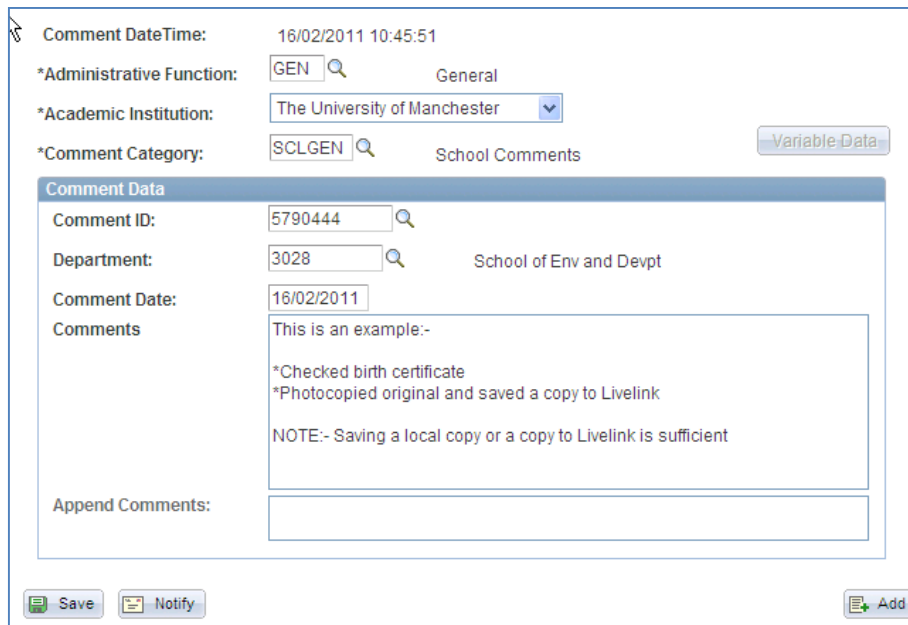
Person Comment Entry

[Find an Existing Value] [Add a New Value]

ID: [   ] 🔍

[Add]

> **7.** In the 'Administrative Function' type 'GEN' then type 'SCLGEN' in the 'Comment Category' and add your School code into the 'Department' field. Lastly, type into the 'Comments' field information about what documents were seen to verify the change and also where you saved a hard copy. Then click '**Save**' to confirm your changes.

> **NOTE: If you cannot select the Administrative Function and/or Comment Category of 'GEN' and 'SCLGEN', respectively, please email cs.records@manchester.ac.uk to request an update to your access.**

Comment DateTime:	16/02/2011 10:45:51
*Administrative Function:	GEN 🔍 General
*Academic Institution:	The University of Manchester ▼
*Comment Category:	SCLGEN 🔍 School Comments [Variable Data]

Comment Data

Comment ID:	5790444 🔍
Department:	3028 🔍 School of Env and Devpt
Comment Date:	16/02/2011
Comments:	This is an example:- *Checked birth certificate *Photocopied original and saved a copy to Livelink NOTE:- Saving a local copy or a copy to Livelink is sufficient
Append Comments:	

[💾 Save] [🖹 Notify]   [🖹+ Add]

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