

Procedural Document - Application for Change to Student Personal Details

This procedural document details the actions required to apply for a change to a student's personal details and the obligations that the student may have as a result of their request.

Change to Student Personal Details – Categories

Category	Detail
Name	Surname
	Forenames(s)
Gender	Gender
Date of Birth	Date of Birth
Nationality	Nationality

Change to Student Personal Details - Regulations & Obligations

#	Regulations Associated with a Change in Personal Details
1	It is the responsibility of the student to notify the Admissions Registration and Examinations Helpdesk (Room IT1.10, IT Walton Building), of any changed or incorrect information on their student record. A student's personal details are recorded at the point of admission to South East Technological University as given on the CAO/Advanced Entry/PAC or direct entry application, as appropriate.
2	The Application for Change to Student Personal Details form should be completed and presented in person with supporting documentation to the Admissions, Registration and Examinations Helpdesk for approval and processing.
3	Any change or correction to a student's personal details must be supported by official documentation* e.g. passport, birth/marriage/divorce/gender recognition certificate, deed poll of name change or other documentation as deemed acceptable by the Admissions Registration and Examinations Helpdesk and/or Vice President Academic Affairs and Registrar. The University may for some categories of changes require particular documentation, which may include professional or medical reports.
4	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 may be applicable.
5	Should a student request the re-issue of an official document (EDS, transcript of results, parchment etc.) a replacement fee will be applicable.
6	The University will reasonably endeavor to facilitate changes to a student's registered name after final results but only up to 4 weeks prior to Awards ceremonies.
7	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 South East Technological University. The Admissions Registration and Examinations Helpdesk 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.
8	Transgender and otherwise gender-transitioning students without access to supporting documentation must, in the first instance, contact the Admissions Registration and Examinations Helpdesk at registration.wd@setu.ie . The University may for some categories of changes require particular documentation, which may include professional or medical reports.

Note that the legal name will remain as is on the student record system (the name given at point of admission), however, the first and last name will be updated to the preferred name. Support services and systems such as Moodle, Library and email will be updated to reflect the new preferred name – a turnaround time of 3 working days is required.

In making choices, the student should also be cognizant of corresponding obligations that they may have, as a result of their choices

#	Obligations Associated with a Change in Personal Details
1	The need to adequately engage with the University in respect of following policy and procedural processes
2	The impact of decisions on their legal record within the University and future needs to connect their preferred identity to their formal record
3	The student's personal obligation to ensure they have a sufficiently informed basis for making their decision and that they have adequate supports in place. While the University may be able to support the student to some degree, the primary obligation for engaging and seeking support rests with the student
4	The need to advise the relevant personnel with regard to the change in their student personal details.

*The new South East Technological University policy, procedures and guidelines on 'Student Gender Identity and Gender Expression' are going to Governing Body for approval in March 2023.

Application for Change to Student Personal Details



Guidelines:

This form must be returned in person to the Admissions Registration and Examinations Helpdesk, IT1.10 IT Walton Building, Main Campus with the originals of your supporting documentation for verification in addition to copies, which will be retained by Admissions Registration and Examinations Helpdesk. You will be notified by the Vice President Academic Affairs and Registrar of the outcome.

PLEASE COMPLETE IN BLOCK CAPITALS

Name: (Currently on Student Record)		Student ID	
		Mobile Number:	
Programme		Year:	

PLEASE TICK SECTIONS YOU ARE REQUESTING TO UPDATE AND ENTER NEW DETAILS

Category	Detail	Tick	Current Details on Student Record	New Details
Name				
	Surname			
	Forenames(s)			
Gender	Gender		Male	Male
			Female	Female
			Non-binary	Non-binary
			Prefer not to say	Prefer not to say
Date of Birth	Date of Birth			
Nationality	Nationality			

I have read the associated regulations and observations and understand that the amended details will appear on my student 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.

Signed: _____

Date: _____

For Office Use Only

For Office Use Only		
Date application received:		
Type of documentation received:		
Date application reviewed:		
Additional evidence requested (Yes/No):		
Date student record details amended on Banner:		
Proof of Registration	Requested YES / NO	Printed YES / NO
VLE Office informed (name change only):		
Signed:	Date:	