

To change your name by (unenrolled) deed poll

For definition and guidance <https://www.gov.uk/change-name-deed-poll/make-an-adult-deed-poll>

Please note the following

* Some organisations may not accept a deed poll you’ve made yourself as proof of your new name.
* You must be 16 or over to make an ‘unenrolled’ deed poll.
* To make your own deed poll you will need two witnesses to sign your deed poll. They must be 18 or over. They should not reside at the same address as you and they should not be a close relative.
* Use this form to submit your change of name by deed poll.

Name change deed

I [old name] of

**[your address]**

have given up my name **[old name]** and have adopted for all purposes the name **[new name]**.

“Where applicable, I have informed the police that I have given up my name [old name] and have adopted the name **[new name]** and understand that a failure to do so is a criminal offence.

“I also understand that when I apply for official documents in my new name, such as a British Passport, the relevant authorities may check the history and validity of my old name **[old name]** and new name **[new name]**. They may also check the information in any other supporting documents they have requested.

“Signed as a deed on **[date]** as **[old name]** and **[new name]** in the presence of

[witness 1 name] of

[witness 1 address], and

[witness 2 name] of

[witness 2 address].

Your new signature ----------------------------------------- Your old signature ------------------------------------------

Witness 1 signature ----------------------------------------

Witness 2 signature ----------------------------------------

Dated: DD/ MM/ YYYY

Please note the following

**External Organisations**

You are responsible for changing your name with organisation outside of the University for example, your bank, GP, local authority, sponsor, UKVI etc. Please note that these organisations may require different evidence to support a change of name.

Changing your name can have implications for other services, such as applying for a mortgage, looking for employment or choosing to immigrate. The university will keep a record of your former name and will record what documents we verified when changing your name. We will not keep copies of the documents unless they relate to your student visa, so it is important that you retain your documents so that you can provide evidence of your identity when needed.