|  |  |
| --- | --- |
| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad**  **Maynooth University** |

**Form No. R6**

(Version 3, 21 August 2017)

**Name Change request**

**Principles:** The University may permit a student to change their name as it is recorded on the Student Records database provided the request is supported by official documentation such as a valid passport, birth certificate, marriage certificate, certificate of name change by Deed Poll or other documentation deemed acceptable by Student Records and Registration staff.

If you are already a NUI graduate, and your request is accepted, we will inform the NUI of the change to your record.

**Student Details** (as currently recorded on Maynooth University Student Records Database)

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Family name |  | Mobile phone number |  |
| First name(s) |  | Programme, Year of study, e.g. PhD Year 3 |  |
| Date of birth |  | Personal email if not current MU student |  |

**Requesting name changed to**

|  |  |  |
| --- | --- | --- |
| Family name |  | |
| First name(s) |  | |
| Signature |  | Date |

**Supporting documentation**

|  |  |
| --- | --- |
| Please indicate supporting documentation that has  been supplied |  |

Supporting documentation should be copied and forwarded with completed form to [policy@mu.ie](mailto:policy@mu.ie)

**Approval of Registrar**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**Registry use only - Tracking of Progress**

|  |  |  |
| --- | --- | --- |
| **Action** | **Date** | **Staff signature** |
| Biographical record amended in ITS |  |  |
| Certificates seen updated |  |  |
| New student ID card issued (if applicable) |  |  |
| Hardcopy filed in Student Records Office |  |  |
| Student advised |  |  |
| NUI informed (if applicable) |  |  |
| Copy of documentation sent to NUI (if applicable) |  |  |