

Change of legal name and sex

This policy is of relevance to students / staff / applicants / alumni

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Approved by	Operations Board
Written by	Registry

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1. Verification of name at the point of enrolment

- 1.1 The full name of each student is verified by Registry at the point of enrolment. The name recorded is the legal name of that student as stated in government documentation (ie passport or driving licence). All formal letters and contracts from the School are issued in the legal name.
- 1.2 Accepted documents to show proof of ID are:
- Deed Poll
 - Marriage Certificate
 - Civil Partnership Certificate
 - Marriage Certificate + decree absolute
 - Civil partnership certificate and final order
 - Passport
 - UK Driving Licence
 - National identity card (non UK)
- 1.3 A preferred name or professional name can be recorded on SITS (the School's central database for current students), this is for information only and is not used on formal documentation from the School.
- 1.4 Except in the circumstances outlined in 3.3 to 3.5 below, degree certificates will only be issued in the legal name of the individual at the point of award; there will be no retrospective change of name.
- 1.5 All legal and preferred names are stored in SITS, and printed on all School documents, in Latin characters only.

2. Changes to name and sex (current students only)

- 2.1 Should the student's legal name change after enrolment, Registry will need to see the legal documentation to confirm the change:

- Deed Poll
- Marriage Certificate
- Civil Partnership Certificate
- Marriage Certificate + decree absolute
- civil partnership certificate and final order
- New Passport
- New Driving Licence

2.2 Students are asked to self-determine their sex at the point of application with the options of Male, Female, or Other. The category 'other' covers students who define as anything other than male or female, this might include students who are intersex or have a non-UK passport with a gender marker which is not male or female and identities such as androgynous, intergender, ambigender, gender fluid, polygender and genderqueer.

Students will be asked to confirm their sex at reenrolment and can change this at any point in the year via the eGo Home page.

3. Degree certificates and transcripts issued by the Guildhall School and student records

3.1 Degree certificates are issued with the full legal name as recorded on the School's student records system. Students will be asked to check this prior to Graduation. The name reflects the legal status of the individual at the point of the award. Certificates are not issued with the professional name of the student nor amended should the Alum subsequently change their name by deed poll or other statutory declaration except under points 3.3 to 3.5 below.

3.2 Where there is an error on the certificate and transcript, the School will issue amended documents at no charge to the Alum student.

3.3 Should an Alumnus legally transition from one sex to another and is issued with a new birth certificate (which annuls and replaces the previous legal documentation on which the alumnus's name and sex was based) then a new certificate and transcript can be issued. The original document (or certified copy) confirming the change of name and sex would need to be seen by Registry.

3.4 Where an Alumnus has legally transitioned from one sex to another and documentation has been sent to Registry, Registry will update the student record and the previous name and sex will be hidden from the majority of users. Registry will automatically inform the Deputy Head of Development (Engagement) who will update the Alumni database (Raisers' Edge). No other departments will be informed without the consent of the Alumnus.

3.5 If the change of name relates to the personal security of an Alumnus (such as victim or witness protection), where the Alumnus has formally changed their identity and the police or security services recommend that the change includes the individual's qualifications, Registry will update the student record and the previous name will be hidden from the majority of users. Registry will automatically inform the Deputy Head of Development (Engagement) who will update the Alumni database (Raisers' Edge). No other

departments will be informed without the consent of the Alumnus. Documentary evidence from police or security services will be required to confirm the name change.

4. Degree Certificates for degrees validated by other institutions

4.1 For replacement certificates for Guildhall School degrees which were previously validated by City University¹, University of Kent or University of York the Alumnus should contact the relevant university, contacting them in advance to request if the certificate can be re-issued with a different name. The relevant university will advise if this is possible. An Alumnus should contact the Guildhall School Registry if they are unsure which university validated their degree.

4.2 For changes to the student record see 3.3 and 3.4 above.

Registry

February 2022

¹ City University currently validates Guildhall School Research degrees