

## Legal name

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

Version no. 3  
Approved on March 2016  
Approved by Operations Board  
Written by Registry

Last Reviewed March 2023  
Last Amendment Clarified when records would be updated to enable a transcript and certificate in a new name to be issued. Included that an unenrolled deed poll is acceptable evidence of legal name.

Date of last amendment May 2023

### 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 the identification document provided (see 1.2 for acceptable documents).

1.2 Accepted original documents to show proof of ID are:

- Deed Poll (including unenrolled deed poll)
- Marriage Certificate
- Civil Partnership Certificate
- Marriage Certificate + decree absolute
- Civil partnership certificate and final order
- Passport (required for those with immigration permission)
- UK Driving Licence
- National identity card (non UK)

### 2. Use of names

2.1 All formal letters and contracts from the School are issued in the legal name.

2.2 Except in the circumstances outlined in 4.3 to 4.5 below, degree certificates will only be issued in the legal name of the individual recorded by the School at the point of award; there will be no retrospective change of name.

2.3 A preferred forename or professional names can be recorded on SITS (the School's central database for current students) and does not need to be verified. The preferred forename is used for most correspondence purposes, and the professional name is for information only and is not used in documentation from the School.

- 2.4 All legal and preferred names are stored in SITS, and printed on all School documents, in Latin characters only.
3. Changes to name (current students only)
- 3.1 Should the student's legal name change after enrolment, Registry will need to see original legal documentation to confirm the change (see 1.2 for accepted documents).
4. Degree certificates and transcripts issued by the Guildhall School and student records
- 4.1 Degree certificates and transcripts are issued with the full legal name as recorded on the School's student records system at the point of graduation. Students will be asked to check this prior to Graduation. Certificates and transcripts are not issued with the professional name of the student nor are generally amended should the alum subsequently change their name except under point 4.3 below.
- 4.2 The School reserves the right to charge a fee for replacement certificates and transcripts. Where there is an error on the certificate and transcript, the School will issue amended documents at no charge to the alum, and no charge will be made under scenarios 4.4 and 4.5 below.
- 4.3 Although certificates and transcripts are not normally amended, should an alum change their name via Deed Poll or other statutory declaration, they may request a new certificate and transcript in their new name. This will be considered on a case-by-case basis. In order for a new certificate and transcript to be issued, the original document (or certified copy) confirming the change of details would need to be seen by Registry.
- 4.4 Where an alum 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 alum.
- 4.5 If the change of name relates to the personal security of an alum (such as victim or witness protection), where the alum 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). Any other updates and notifications will only be made with the consent of the alum. Documentary evidence from police or security services will be accepted to confirm the name change if the acceptable documents listed in 1.2 are unavailable.

## 5. Degree Certificates for degrees validated by other institutions

- 5.1 For replacement certificates for Guildhall School degrees which were previously validated by City University<sup>1</sup>, University of Kent or University of York the alum should contact the relevant university to find out if the certificate can be re-issued with a different name. The relevant university will advise if this is possible. An alum should contact the Guildhall School Registry if they are unsure which university validated their degree.
- 5.2 For changes to the student record see 4.4 and 4.5 above.

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<sup>1</sup> City University currently validates Guildhall School Research degrees