

Policy on Student Names

Student Names

1. It is the responsibility of applicants and students to make sure that all personal details held by SOAS are accurate and up-to-date. Applicants must notify the Admissions Department and students the Registry of any errors in their recorded name.
2. The name held on SOAS's Student Record system will be the full name of that student, as shown on official documents, such as their passport or birth certificate. If a student comes from a culture which does not have forenames and surnames, then the full name should be entered in the surname space of any SOAS form.
3. The name recorded will be used on all official correspondence that SOAS issues, including the final award certificate and degree transcript.

Change of Name

4. If a student changes their name whilst they are registered at SOAS (e.g. on marriage, divorce, civil partnership, adoption of a new name, etc) they must provide the Registry with evidence of the change of name before their record can be updated. This should be a Birth Certificate, Passport, Marriage/ Civil Partnership Certificate or Deed Poll. **It is the responsibility of the student to ensure that SOAS is informed immediately of any change of name.**
5. Requests for a change of name must be made in person with the appropriate documentation provided. Only original documentation will be accepted. Students will be asked to complete a form confirming the change of name request.
6. Award certificates are legal documents and will show the name held on our Student Records system at the time of graduation. It is therefore important to ensure that any corrections or changes to a student's name, are made before a qualification is awarded. SOAS does not allow retrospective name changes on certificates, except where the name change is due to gender transition. In this case of gender transition, original documentation would need to be provided to confirm the name change. The student would also be required to return their original degree certificate before a replacement could be issued.
7. Students who change their name are responsible for notifying all other relevant bodies external to SOAS of the change.