
5 Changing Name on our Records

5.1 We will keep a record of previous names on the student record system but this will only be used to connect any documentation or records relating to previous names.

5.2 If a student changes their name (either forename(s), surname, or both) whilst studying at the University, will we require documentary evidence of the name change. This may include one or more of the following documents:

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6 Use of a Preferred Name

- 6.1 The University permits a student to indicate a preferred first name as an alternative to the formal name recorded on the Student Record System. This may be for:
 - 6.1.1 International students wishing to adopt a different name during their time at the University
 - 6.1.2 Students who wish to be known by a middle name rather than their first name; or shortened version of their name.
- 6.2 While the University understands and accepts the need for permitting preferred names to be recorded on its systems for use across the University, it reserves the right to refuse to record a preferred name if it is not considered appropriate for the purpose for which it is intended.
- 6.3 A student can supply a preferred first name via their 'MyGoldsmiths' account either as part of their online application, online enrolment or at any time during their studies.
- 6.4 Exceptionally, we can record an alternative Second name (Surname) on our records system. This can be done via a request to the Enrolment and Records team who will determine if the circumstances for the change are valid. An example of grounds for this would be cultures where family names include parental names, or composites of these names which are not used in official formats in their country. In some cases, these are too long to print onto ID cards.
- 6.5 We use preferred names in the University in the following ways;
 - 6.5.1 Goldsmiths ID cards
 - 6.5.2 Class registers
 - 6.5.3 Informal email communications with the student

7 Use of Title

7.1 Titles, (Mr, Mrs, Miss, Ms, Mx, or no title) can be amended at any time