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MARY IMMACULATE COLLEGE

Change to Student Personal Details

TO BE COMPLETED IN BLOCK CAPITALS BY APPLICANT
(Read notes overleaf carefully before completing)

Student I.D. No.:	
Full Name (as per current student record):	
Course Name & Year:	
Telephone No.:	Date of Birth:

Please change the following personal details on my official student record:

	Current Details on Student Record	New Detail (leave blank if not changing)
Surname		
Forename(s)		
Gender (tick one)	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Gender Non Binary <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Gender Non Binary <input type="checkbox"/> Prefer not to say
Date of Birth (dd/mm/yyyy)		
Nationality		
Title		
Address		

I have read the relevant regulations on the reverse of this form and understand that the amended details will appear on my record. Amended names will appear on my final award parchment.

I understand that the College will certify my registration only in the details indicated above.

STUDENT SIGNATURE:

DATE:

Submit this form to the Student Academic Administration Office (Room 112 – Foundation Building) / saa@mic.ul.ie

DATA Protection Notice: Personal data, including sensitive personal data, collected as part of this application, will be processed for the purpose of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.

**Change/Correction to Student Personal Details
Regulations**

- It is the responsibility of the student to notify Student Academic Administration of any changed or incorrect information on their student record. A student's personal details are recorded at the point of admission to Mary Immaculate College as given on the CAO application or direct entry application form, as appropriate.
- This application should be completed and presented in person with supporting documentation to the Student Academic Administration Office for approval and processing.
- Any change or correction to a student's personal details must be supported by official documentation e.g. passport, driving license, birth/marriage/gender recognition certificate, deed poll of name change or other documentation as deemed acceptable by Student Academic Administration staff.
- Student records will be updated to match the details exactly as presented on the corresponding documentation. In the event of a change requiring a replacement student ID card the replacement fee will be waived upon return of the originally issued card.
- A student's registered name may not include official titles (e.g. Honourable, Lord, Lady, Prince, etc) or any initials, brackets, or adjuncts (e.g. Jnr, Snr, III).
- In order to facilitate the process of final results and arrangements for ceremonies a student's registered name may not be changed after the publication of a student's final results.
- Students are advised that the name under which any grants, visa applications or other documentation are applied for should correspond with their official name as registered in Mary Immaculate College. Student Academic Administration is unable to certify any documentation presented by a student that is not in their registered name. Requests to certify documentation presented with shortened versions of names, alternate surnames or Irish/English translations of names cannot be facilitated.