



Student Record Change of Detail Request

Please return the completed request form to the Quality Assurance and Student Data office (Skinner Annexe ground floor) if you wish to amend personal details held on the Student Record System (SRS). **NB: You must bring your Student ID Card and any required verification documents along with this form.**

Which information do you wish to amend? (Tick as appropriate)

Name	<input type="checkbox"/>	Term Time Address	<input type="checkbox"/>
Title	<input type="checkbox"/>	Contact Telephone Number(s)	<input type="checkbox"/>
Home Address	<input type="checkbox"/>	Next of Kin (including contact details)	<input type="checkbox"/>
Date changes should take effect from			

Your current details: (Please print clearly)

Student Number:	B	<input type="text"/>						
Full Name at registration:	<input type="text"/>							
Date of birth:	<input type="text"/>							
Programme of Study:	<input type="text"/>							

Change of Address:

Address to be amended

House Number/Name	<input type="text"/>
Street Name	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

New Address:

House Number/Name	<input type="text"/>
Street Name	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>



Change of Contact Telephone Number(s)

Home Telephone Number:	
Term Time Telephone Number:	
Mobile Telephone Number:	

Change of Name/Title:

If you have changed your name by Deed Poll or marriage you must bring the original certificate for verification.

New Details:

Title:	
Surname	
Forename(s)	
Date change(s) take effect:	

Change to Next of Kin Details:

Full Name:	
Relationship to you	
Mobile Number (if applicable)	
Work Number (if applicable)	
Home Number (if applicable)	

Signature and Date:	
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Quality Office Use Only

Date Request Received:	
Evidence Seen:	
Date Student Record Amended:	
Initials:	