

Student reads & signs (digital) form to convey they are aware of the consequence of changed name without official documentation. Student Desk changes students (first) name. This change will be reflected in all UCD systems.

<u>Please note</u>: The National University of Ireland (NUI) requires the University to send the legal name of a student (when the student completes course). The onus is on students to ensure <u>at least 2</u> <u>months</u> before completion of course that they provide documentation of a legal name change.

Student Desk changes student name to new legal name. This change will be reflected in all UCD systems.

Students aged under 18 are covered by this policy. Such individuals are in a distinct legal position because of their age and should obtain the assistance of a Student Adviser when, for example, seeking to change their student records.