### Declaration Form: Request of Change of Gender on Student Records

Please note that this form can only be accepted with handwritten signatures included

<table>
<thead>
<tr>
<th>Student Number:</th>
</tr>
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<tr>
<th>Contact Details:</th>
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### Part 1: Gender Change

I wish to change the record of my gender from [ ] to [ ]

If you do not wish to change the record of your gender at this time please tick here [ ]

### Part 2: Name Change

(Please complete this section if you would like to change your name on your student record)

I wish to cease using my former name of:

Title: (e.g. Mr / Mrs / Miss / Ms / Mx / other):

First name:

Middle name:

Surname:

Former signature of former name:

I request that the University of Glasgow change my MyCampus record to the name of:

Title: (e.g. Mr / Mrs / Miss / Ms / Mx / other):

First name:

Middle name:

Surname:

New signature:

### Part 3: I consent to the University processing my personal data for the purposes detailed overleaf

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
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</table>

For office use only

Processed by: Date: Sw ref:
Declaration Form: Request of Change of Gender on Student Records

About this form
This form can be used to request a change to your student records with regard to your gender and/or name. We acknowledge that some people who wish to change their gender or name on their student record will not be able to provide another official document in a new gender or name. The University has created this form in order to allow those who are unable to provide proof of a gender or name change in another official document to declare their intention to change their gender or name. We reserve the right to reject a request or seek further proof of your identity to ensure the veracity of a request.

About changing your name or gender
This request will change your Primary Name on MyCampus. This new information will be used to issue your degree certificate. Note that using a different version of your name on your degree certificate to that on other forms of identification may cause you difficulties in future. You are responsible for making changes to other forms of identification.
Changes will be made to your student record within 48 hours of receiving this form. Once changes have been made on your student record (MyCampus) it may take an additional 24 hours for some university systems to update. You will be able to request a new student ID card 24 hours after your student record has been updated.
You are advised that the University will not send notification of a change to Schools/Research Institutes or College Administration. If appropriate, you may wish to notify your course administration team and/or teaching staff.

International students on a UKBI student visa
If you are a non-UK/EU national who are studying on a student visa, we are unable at this time to process a request for a name or gender change using this form. It is necessary for the University’s student records to match your name and gender on your student visa. If you fall into this category, please contact tier4compliance@glasgow.ac.uk for advice.

More information for about changing your name or gender for transgender students
Advice and support is available for transgender students from GULGBTQ+ society. Your Advisor of Studies will be able to support and assist you. The University has suggested action plans that you may wish to discuss with your advisor. More information is available here: http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/equalitypolicy/app-e/

How to submit your request
Please complete the attached form
Email the form using your student email account or send a hard copy of this form to Student Services Enquiry Team:
Email subject head: Request for Gender or name change; Personal and Confidential
studentservices@glasgow.ac.uk

Privacy Statement
Your Personal Data:
The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to your enquiry. This privacy notice will explain how The University of Glasgow will process your personal data.
Why we need it:
We are collecting your basic personal data such as name, contact details, and any additional information disclosed on the form in order to process your request. We only collect data that we need in order to update your record as requested.
Legal basis for processing your data: We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.
What we do with it and who we share it with:
All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.
How long do we keep it for:
Your application will be retained by the University for 3 months, after this time, it will be securely destroyed.
What are your rights?:
You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time. If you wish to exercise any of these rights, please contact dp@gla.ac.uk. *Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.
Complaints: If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/