

Guidelines for Student Name Change in line with Gender Expression

1) Official Student Record

The name and date of birth of each student in the College is recorded on the Student Record System (SRS) at the time of their first registration in NCAD.

This information is verified through an original birth certificate or passport. A copy of this original document is kept on the student file on the SRS.

All correspondence and any documentation issued by Student Services & Admissions such as examination results or transcripts will use the name officially recorded on the student record.

Any subsequent change request to a student's name or date of birth on the official student record will need to be verified by an official government document such as:

Birth Certificate • Passport • Deed Poll • Gender Recognition Certificate • National Identity Card (Country Dependent) • Marriage Certificate • Divorce Certificate • any other form of documentation deemed necessary to process the request.

Graduates can ask to have their official student record changed at any time after graduation provided they can provide the appropriate official government documentation as listed above.

Gender is also recorded at the time of registration. The registering student is given the following options - Male, Female, Gender-Non-Binary and Prefer-Not-To-Say. This is the information that is recorded on the student record system and returned to the HEA.

2) Other Student Records –class lists, email communication from the Department, tutors and other staff and student cards.

Students who wish to change their name in line with their gender expression, but who do not yet have any official documents reflecting this, can request to be known by a 'preferred' name. This preferred name can be entered into the Student Record System and will appear on class lists as a preferred name. Department staff are asked to use this preferred name rather than the official name in communications with the student. It is also possible to add a preferred name to student emails and to use that name on the NCAD student card.

Students can ask to have a preferred name recorded on their file and used on email lists and the student card at the time of first registration. Continuing students should contact SS&A Student Records by email to request that a 'preferred' name is added to their file.

Official records will continue to be held and issued under a student's official name.