

## Notification of Change of Personal Details

*Note: the term 'Student visa' refers to both the Tier 4 (General) visa and the new Student visa which replaced the Tier 4 (General) visa on 5 October 2020.*

Students who are Visa Sponsored in accordance with the Regulations relating to Students Sponsored by the University under Tier 4 of the Points Based System must provide the University with their Personal Details and ensure that their Personal Details are kept up to date in accordance with Clauses 1 to 5 below.

It is in the best interests of all students to provide the University with their Personal Details and ensure that they are kept up to date.

### 1. Definitions

For the purposes of this section of the Regulations the following terms shall have the meanings specified.

The term 'Personal Details' includes:

- Address
  - Permanent address
  - Term-time address
  - Any other address
- Telephone number
  - Landline
  - Mobile telephone number
- Email address
  - University of Southampton email address
  - Personal email address
- Name
  - Last name
  - First name
  - Middle name
  - Preferred first name
  - Legal name if different from above

Headings are inserted for convenience only and shall be ignored in interpreting the terms of these Regulations.

### 2. Provision of personal details

- 2.1 Every student must provide the University with their Personal Details when they enrol in accordance with the Enrolment Policy.
- 2.2 Every student must update their Personal Details in the Student Records Self-Service System if there are any permanent or temporary changes and ensure that these records are kept up to date

- 2.3 Every student must check that their name is correctly detailed on the Student Records Self Service System before their award is granted.
- 2.4 Students must present formal identification to their Faculty Office if their Legal Name needs to be changed.
- 2.5 The University of Southampton will not re-issue degree certification unless there has been an error attributable to the University or the student has had their gender re-assigned (see Student and Academic Administration: Certificates for more details).

### **3. Penalties for failure to provide personal details**

- 3.1 In the event that a student fails to provide and/or update their Personal Details, the University reserves the right to:
  - 3.1.1 Remove Visa Sponsorship in accordance with the Regulations relating to Students Sponsored by the University under Tier 4 of the Points Based System.
  - 3.1.2 Impose financial penalties for re-issue of any documentation or communication caused by incorrect personal details.
  - 3.1.3 Take action under the regulations relating to Student Discipline.

*Reviewed in July 2017; no changes made*

*Reviewed in July 2018; no changes made*

*Reviewed in December 2020; note regarding Student via added.*