

Update personal details only

Parchment / Certificate re-issue



Ollscoil na hÉireann
National University of Ireland
49 Merrion Square,
Dublin 2, D02 V583,
Ireland

Phone +353 1 439 2424
records@nui.ie
www.nui.ie @NUIMerrionSq

Graduates who wish to have their Latin parchment / certificates reissued will incur a charge of €50 per document.

Please complete all sections.
Please write in block capitals.

Provide names exactly as currently recorded on student record.

Surname _____

First name(s) _____

I identify my Gender as _____

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address _____

Phone/Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email _____

Degree/Diploma Title, for example BA
Result, for example 1H or 2.1
Institution, for example UCD or NUIM

Qualifications

Qualification title	Year conferred	Result	Institution								
_____	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	Y	Y	Y	Y	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					_____
Y	Y	Y	Y								
_____	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	Y	Y	Y	Y	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					_____
Y	Y	Y	Y								

APPLICATION CHECKLIST

Application must include

A Application form

B Supporting Documentation

N. B. Applications cannot be processed without the above.

Data Protection

NUI processes all personal data transparently and lawfully.

Please refer to NUI's general Data Protection Policy, available at www.nui.ie

NUI is statutorily obliged to maintain a Graduate Register. This also forms the basis of the NUI constituency register for Seanad Éireann. More details are available at www.nui.ie

I wish to update my personal details to:

Surname _____

First name(s) _____

Gender (if applicable) _____

I consent to data on this form being used to update my university record Yes No

I wish to have my Parchment/Certificate re-issued using the above name Yes No

I declare that the information set out in this application is correct.

I consent to NUI processing my personal data for this specific application and updating my permanent university record accordingly as part of the NUI Graduate Register.

Signature _____

Date of signature

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Method of Payment

Please do not staple cheques to this form

Cash Card Cheque/Other

Payment amount €

--	--	--	--

Payment information will be destroyed after the payment has been processed.

For office use only

Application type _____

Date received

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of issue

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

CAO Number _____

Payment processed by _____

Credit/Debit card details

Surname _____

First name(s) _____

Card type MasterCard Visa Debit

Card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date

M	M	Y	Y
---	---	---	---

Cardholder's signature _____ Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Change of Personal Details and or Parchment/Certificate re-issue Regulations

General Regulations

- It is the responsibility of the applicant to fully complete the application form and to provide the relevant supporting documentation e.g. birth certificate, passport, drivers licence, deed poll, marriage certificate, gender recognition certificate or any other form of official documentation deemed necessary by NUI.
- All parchment/certificate re-issue requests that contain amended personal details will be submitted to the University Senate for approval.
- NUI would also inform the records and Alumni offices in the relevant institutions of any amendments made by them to their graduate records so that they can update their student records.
- All original parchments and or certificates must be returned to NUI by the graduate before the amended ones are issued.
- A change of personal details request cannot be submitted to include an official title e.g. King, Prince, Lady etc.... or any initials, brackets, or adjuncts e.g. Jnr, Snr, IV.

Updating student records only

For graduates wishing to update their NUI student records, they must submit a change of personal details form accompanied by official supporting documentation. This form can be accessed at <http://www.nui.ie/services/document-services.asp>

Accepted Documentation

- Birth Certificate
- Passport
- Drivers Licence
- 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

All future correspondence and/or if registered, Seanad Election documentation will be issued in the preferred name. Graduates can also have English versions of their original Latin parchments issued under the preferred name. The fee for an English version of the graduate qualification is €50.

***Please note that the original Latin version of the degree parchment will remain under the same name as was issued on the day of conferring unless a specific request is made to update and re-issue the Latin parchment. ***

NUI will inform the Graduates institution of study of the amendments and request that they update the graduates record accordingly.

There is no charge for updating your student record only.

Changing a degree parchment

For graduates wishing to change the name and/or gender on their degree parchment or Certificate and have it reissued, they must submit an update of personal details form, <http://www.nui.ie/services/updatepersonaldetails.pdf> to be considered by the University Senate. Each request must be accompanied by official supporting documentation (noted in the previous section).

The Senate meets three times a year, in January, April and November. Once Senate has approved the request, applicants must return their original parchments to NUI. The graduate record will not be amended or new documentation will not be issued until the approval process is complete.

NUI will inform the Graduates institution of study of the amendments and request that they update the graduates record accordingly.

The fee for this service is 50 euro per parchment reissue.