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# Procedures: Change of Personal Details and/or Parchment/Certificate re-issue

Regulations updated: July 2021

## Introduction

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NUI has a statutory obligation to maintain a register of all graduates of the [member institutions of the University](#). Providing that certain conditions are met, NUI staff will make changes to the personal details of graduates (name(s) and/or gender) on this register. In circumstances where a graduate also wishes to have their degree parchment(s) or certificate(s) re-issued in the altered/new name, NUI staff will re-issue the degree parchment(s) or certificate(s) reflecting the altered personal details.

The procedures below will inform graduates who wish to avail of either or both of these NUI services:

- A. Updating the NUI register with altered personal details (only)
- B. Updating the NUI register with altered personal details and seeking a re-issued parchment or an English-language duplicate document for a degree or for another qualification previously conferred.

## Procedures

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### A. Changing personal details to update a graduate record (only)

Graduates wishing to update their NUI graduate record(s) 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> and is available in English and in Irish.

#### Accepted Personal ID

- 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

There is no charge if a graduate only wishes to update the graduate record (for example, an amendment to the original name under which the graduate was conferred), however NUI charges a fee for the re-issue of new parchments or certificates. See section B.

It is the responsibility of the applicant to fully and accurately complete the application form and to provide the relevant supporting documentation. Please note that a change of personal details request cannot include an official title e.g. King, Prince, Lady etc...or any initials, brackets, or adjuncts e.g. Jnr, Snr, IV.

All future correspondence will be issued in the new/amended graduate name. This includes ballot papers during elections to the NUI constituency of Seanad Éireann, if the graduate has registered to claim their vote in that electoral constituency. Details on Seanad Éireann can be accessed at <http://www.nui.ie/elections/seanad-register.asp>.

NUI will also inform the Student Records/equivalent office in the institution where the graduate completed their course(s) of study, for example, UCD, UCC, NUI Galway, Maynooth University, RCSI, IPA.

### B. Re-issue of a parchment for a Degree, Diploma or Certificate qualification

Graduates can request NUI to reissue their original degree, diploma or certificate parchment with the updated personal details. In this case, graduate must tick the relevant box on the [Update of personal details form](#).

In these cases, the full application must be considered and approved by the NUI Registrar. Each request must be accompanied by official supporting documentation noted in section A: no additional documentation is required. The fee for this service is 50 euro per parchment re-issue.

## Timeframe

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Applications are submitted to the NUI Registrar in the last week of every month and NUI will inform graduates of any unforeseen delays in the approval process. In circumstances where an application is time-sensitive, a graduate should bring this to the attention of the NUI Records team when making the application as it may be possible to expedite the request for approval.

Once the request has been approved, applicants must return their original parchments to NUI. New documentation will not be issued until all steps in the approval process have been completed.

## English versions of original Latin parchments

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Graduates can also request English versions of their original Latin parchments issued under the altered/new 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.

## Seanad Éireann Register

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Where a graduate is also a registered voter in the NUI electoral constituency of Seanad Éireann, NUI will automatically apply any approved change of personal details to the Seanad Éireann record. An important exception relates to a change of postal address details. Where a graduate (voter) has supplied updated postal address details, NUI staff are required to ask the graduate to confirm that the new postal address should be used as the correspondence address for the receipt of postal ballot papers during Seanad Éireann elections.

## Data Protection

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To protect graduates' personal data, NUI securely destroys copies of supporting documentation within one month of making a formal change to the graduate records system.