

Update personal details only

Parchment / Certificate re-issue

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



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 @NUI MerrionSq

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

Address

Phone/Mobile

Email

Degree/Diploma Title, for example
BA

Result, for example 1H or 2.1

Institution, for example UCD or
NUIM

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.

Cash is acceptable where payment
is made in person only; otherwise by
crossed cheque, bank draft, money
order, postal order, international
money order – payable to National
University of Ireland.

Qualifications

Qualification title	Year conferred	Result	Institution
	Y Y Y Y		
	Y Y Y Y		

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

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.

Credit/Debit card details

Surname

First name(s)

Card type

Card number

Expiry date

Cardholder's signature

Date

For office use only

Application type

Date received

Date of issue

CAO Number

Payment processed by

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 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 NUI Registrar. Each request must be accompanied by official supporting documentation (noted in the previous section).

Once the Registrar 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.