

HOW TO: Certify a copy

The name on your student record will be printed on official University documents, such as your Graduation Certificate and Transcript. We recommend that this name matches the name shown on your legal identification such as your passport, driving licence, or birth certificate.

If you need to change the name on your student record, you can request the change from SID. However, we must see your identification **in person** at the SID Desk/Penryn Info Point, or the scan of your document must be **certified**. A scan from your email is not sufficient.

In order to certify a copy of a document, ask a professional person or someone of good standing in your community such as:

- A bank or building society official
- A councillor
- A minister of religion
- A doctor or dentist
- A chartered accountant
- A solicitor or notary
- A teacher or lecturer

The person should not be related to you, living at the same address, or in a relationship with you.

Take the photocopied document and the original, and ask the person to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

You can send this document to SID by emailing sid@exeter.ac.uk.