

Change of name, gender and title

In order to update our records with your new name, gender and title, we need you to fill sections A, B, C and E and give us evidence from the list in Section D.

Please e-mail both to SAAS_Confidential@gov.scot.

Advice and guidance

About changing your name or gender

We will link your new name to your SAAS Account, if you have one. This means it will appear on any future applications you make. We will delete/destroy all documents/information/enquiries relating to your name, gender and title change from your record, if there are any.

Please note we will not attach anything to your record (including this form) relating to your change of name and/or gender. However, as a government organisation administering public funds we are obliged to hold historic applications and documents for funding purposes and these may contain previous personal details.

Informing other organisations

As well as updating the details we hold, you should also contact the following organisation(s) to inform them of your new name, gender and title;

- Your college or university – including Disabled Student Advisors if you are claiming the Disabled Student Allowance (DSA).

and if you have applied for a student loan;

- Student Loan Company (SLC) their phone number is 0300 100 0609
- Department of Work and Pensions (DWP)

You need to update your details with the above as we share your information with them for the purposes of providing you with support. It is important we all hold the same details, otherwise it may cause a delay in you receiving funding.

Sharing your data

In order to process your award, we may share your data with your college or university, SLC, HMRC, DWP and your benefactors (if any). If you are between the age of 16 and 25, we are legally required to share your data with Skills Development Scotland (SDS).

Section A – Your reference

SAAS reference
number

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Section B – Previous personal details

Title	
Forename(s)	
Surname	
*Gender (select)	Male / Female

* We appreciate that these options may not accurately reflect your identity. However it is currently a requirement of our systems and other partner organisations to hold one of these options. Please select the option you feel most comfortable with. We continue to work towards allowing other options to become available to our students

Section C – New personal details

Title	
Forename(s)	
Surname	
*Gender (select)	Male / Female

Section D - Evidence

Please give us a copy of one of the following:

- Birth Certificate (including amended birth certificate)
- Marriage Certificate, Civil Partnership Certificate
- Decree Nisi, Decree Absolute
- Gender Recognition Certificate
- Statutory Declaration or Deed Poll
- Passport in your new name
- Drivers licence in your new name
- Letter from your doctor, solicitor or other professional who can confirm your title/name change
- Letter from your local authority if you are in care or care-experienced
- Letter from your college or university
- Bank statement or mortgage statement in your new name

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Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT

t / 0300 555 0505 w / www.saas.gov.uk

Section E - Student declaration

We will use the information you give us in this form for the purpose of amending your personal details on your record. You can find more information on how we collect, hold and process your information at http://www.saas.gov.uk/privacy_data_protection_index.htm. You can also contact our Data Protection team at [SAAS Data Protection Mailbox@gov.scot](mailto:SAAS_Data_Protection_Mailbox@gov.scot). We have a duty to appropriately manage public funds and we will use the information you give us on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

- All the information I have given on this form is complete and accurate, to the best of my knowledge and belief.
- I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.

Signature Date / /

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