**North East Surrey College of Technology**

Change of Details Request Form

Please complete this form to request the personal information that Nescot holds about you.

**Part 1:** Your details

Surname First Name

Email address

Date of Birth (DD/MM/YYYY) / /

Student ID number (if applicable)

**Nature of Relationship with Nescot:**

Current student 🞏 Former student 🞏 Employer 🞏 Nursery User 🞏 Clinic Patient 🞏

Visitor 🞏 Supplier or Contractor🞏 Staff Member🞏 Sports Centre User 🞏

Other (please state) 🞏

**Part 2:** Information that you would like changed (tick which applies)

Address details 🞏 Mobile number 🞏 Home telephone number 🞏 Email address 🞏

Next of Kin/Emergency Contact details 🞏 Other (please specify) 🞏

Please provide your current information below:

**Part 3:** Evidence (change of name only)

For a change of name we require a copy of the official documentation to support this before we are able to process your request. Once the evidence has been received it will be immediately destroyed.

Marriage certificate 🞏 Deed Poll 🞏 Passport 🞏

**Part 4:** Submission of form

Deed Poll 🞏

Please scan and email this form with evidence if required to cis@nescot.ac.uk. Alternatively you can post the form to: Data Services, Nescot College, Reigate Road, Epsom, Surrey KT17 3DS.

We will provide email confirmation once your request has been processed.