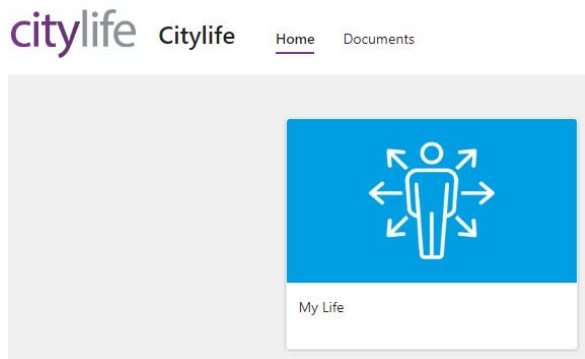


## Guide on How to Update Personal Details

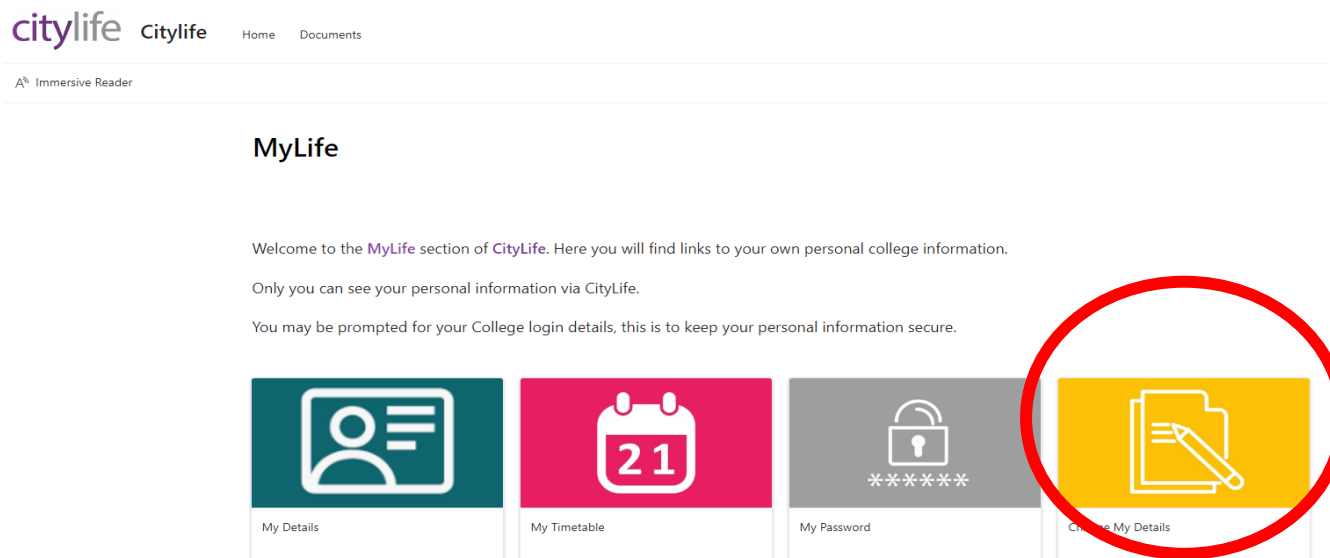
To update any personal details, you can do this through your CityLife page.



On the Home page you will see the below blue box to access your 'MyLife' section,

When you access your 'MyLife' you will see the below boxes. This is where you can view all your personal data.

To update your personal details, click on the yellow box that states 'Change My Details'



Once you have clicked on the 'Change My Details' box, it will automatically bring up the appropriate Change of Personal Details Form.

This then allows you to make any necessary changes, by ticking the appropriate sections as you go through the form and fill it in accordingly.

# Change of Personal Details



By completing and submitting this form you are agreeing to our Student Records Section updating your personal details. This may involve sharing information with other college departments in confidence

The Personal Details that can be changed in this form include:

Formal Names  
Preferred Names  
Sex/Gender and Pronoun  
Address/email  
Next of Kin Details

Please complete the relevant section of the form and submit. You will receive a confirmation email.

If you wish to change your date of birth we will require you to provide proof of your date of birth i.e. Birth Certificate, plus photo ID, Identification Card, Drivers Licence or Passport. Please contact student records ([studentrecords@cityofglasgowcollege.ac.uk](mailto:studentrecords@cityofglasgowcollege.ac.uk)) or visit the 5th Floor Finance Office in City Campus.

If you would prefer to change your details in person, please visit the 5th Floor Finance Office in City Campus and request a paper change of details form.

If you have any questions about change of detail requests please contact [studentrecords@cityofglasgowcollege.ac.uk](mailto:studentrecords@cityofglasgowcollege.ac.uk)

## Current Personal Details

To help us find your student record please provide the following details

Student Reference Number (the number on your student card) \*

Formal First Name \*

Formal Family Name \*

Please select Date of Birth

Day \*      Month \*      Year \*

Once the form has been submitted, it will send an email to all the appropriate sections to ensure your information is accurate against all College Databases.

Any issues, please contact Student Records via [studentrecords@cityofglasgowcollege.ac.uk](mailto:studentrecords@cityofglasgowcollege.ac.uk)