

Change of Student Name, Address and Contact Information

You must notify the Student Office immediately of any changes in your name and/or address by filling out the 'Change of Name' or 'Change of Address' forms respectively. Current students can also update their address online via UniHub. It is your responsibility to ensure that your most current contact information is available on your student record – the University cannot be responsible for any issues that you may face regarding your studies on account of staff members not being able to contact you.

A formal change request must include:

- Full Name
- MISIS Number
- New Address (for an address change)
- New Name (for a name change)
- Copies of legal documentation such as a valid passport copy, court papers or marriage license must accompany all name changes

Students must provide a valid local phone number in order for the University to be able to contact them as required.

Use your Student Email

For further details please see 'Student Email' in the Online Resources section of this publication.

Your Middlesex University e-mail is an e-mail address that is available to you for life and will be the principle tool the university will use to communicate with you. Your tutors, the student support team, the Learning Resource Centre and other areas of administration will use this e-mail address to contact you so it is critical that you check your account regularly (at least twice a week). We'll also use this account to tell you about events and activities that will help enhance your time at university and enable you to make new friends.

OFFICIAL DOCUMENTS ISSUED BY THE UNIVERSITY

You are eligible to receive the following documents during and after completing your study at Middlesex University Dubai. These official documents will be available for you to collect at the Student Office.

As per the university policy on non-disclosure of information, these or any other documents will not be handed over to a third-party without explicit authorisation from the student except where the University is legally required to do so.

In the case of collecting transcripts and degree certificates, students must ensure to return their Student ID card and fill out a 'Clearance Form' at the Student Office.

Credit Statements

All non-finalist students (Continuing) can apply for a credit statement for a fee after the final results have been published at the end of the academic year showing modules, grades and the progression decision made by the Programme Progression Committee.

Transcript of Grades Achieved or Diploma Supplement

All students will be eligible to receive a Transcript of grades achieved which is also called a Diploma Supplement, on completion of their studies which can be used to verify module results and final qualification. Your transcript (diploma supplement) will include the modules you have taken, grades achieved and state your qualification with the classification and title but additionally it contains information on the nature, level, context, content and status of the studies undertaken and successfully completed. Such Diploma supplements are intended to help external parties such as current or future