# Please complete the request and send it via your Faculty Academic Registrar/Professional Services Manager to [serviceline@soton.ac.uk](mailto:serviceline@soton.ac.uk) for the attention of SAST.

General Information

|  |  |
| --- | --- |
| Name: |  |
| Contact Number: |  |
| User ID: | Login ID |
| Date Raised: | dd mmm yyyy |

## What type of change is required?

**Type:** **N**= New entry, **A** = Amendment to existing entry, **D** = Deactivate existing entry

|  |  |
| --- | --- |
| Type: |  |

## Institution Details

|  |  |
| --- | --- |
| Reference (leave blank for new record) |  |
| Institution Name |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| City |  |
| ZIP/Post Code |  |
| Nation |  |
| Contact Name |  |
| Person Type |  |
| Phone Number |  |
| Email Address |  |

SAST Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Actioned: |  | Date: |  |
| Verified: |  | Date: |  |
| Notified: |  | Date: |  |