### Change of Personal Details

**Student Number**

Please return the completed form to the Student Centre

<table>
<thead>
<tr>
<th>Student Number</th>
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**Action Requested**

- **Change of name** (You have legally changed your name) [ ]
- **Correction of name or date of birth** (Your details are recorded incorrectly by the University) [ ]
- **Correction of gender** [ ]

**Current Details** (As held by the University)

- **Family Name:**
- **Given Name(s):**

**Corrected Details** (Please amend my details to)

- **Title:**
- **Family Name:**
- **Given Name(s):**
- **Date of Birth:** ___ ___ / ___ ___ / ___ ___ (Day / Month / Year)  
  - **Gender:** Male [ ] Female [ ]

**Important Information**

- The University only accepts official name changes. Aliases are not accepted.
- Where a name change involves a minor correction of spelling, or the addition or deletion of a given name (first name or middle name), you must provide as a minimum a Birth Certificate, current Passport or Driver’s License.
- For changes to your family name you must provide as a minimum a Marriage Certificate, Change of Name Certificate, or Birth Certificate.
- You must present original documentation at the Student Centre, or return this form by mail including photocopies of your documents that have been certified by a Justice of the Peace. Faxes are not accepted.

**Are you scheduled for a graduation ceremony?**  
- Yes [ ]  
- No [ ]

**I have read the important information and declare that the information provided by me is true and correct.**

**Signature:**

**Date:**

**Original documents sighted and copies attached. (Office use only)**

<table>
<thead>
<tr>
<th>Current Passport</th>
<th>Birth Certificate</th>
<th>Change of Name Certificate</th>
<th>Marriage Certificate</th>
<th>Valid Driver’s Licence</th>
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**Staff Initial:**

**Date:**

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