



# CHANGE OF PERSONAL DETAILS

Please return the completed form to the Student Centre

Student Number

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The Student Centre  
Level 3, Jane Foss Russell Bldg, G02  
The University of Sydney NSW 2006

## 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**)

Current Passport       Birth Certificate       Change of Name Certificate       Marriage Certificate       Valid Driver's Licence

Staff Initial:      Date: