

Student ID Number
Details as Currently Displayed on Record

 Title Mr/Mrs/Ms/Dr/Prof

 Family Name

 Given Name/s

 Date of Birth ^D ^D / ^M ^M / ^Y ^Y ^Y ^Y
Correction of Date of Birth (Can only be changed if proof is attached - see below)

 Correct Date of Birth ^D ^D / ^M ^M / ^Y ^Y ^Y ^Y
Change of Name Request
New Name Details (Can only be changed if proof is attached - see below)

 Title Mr/Mrs/Ms/Dr/Prof

 Family Name

 Given Name/s

Signature with old name _____

Signature with new name _____

 Acceptable forms of proof for change of name include certified copies of:

- Birth Certificate**
- Marriage Certificate**
- Divorce Decree**
- Passport**
- Change of Name Decree**
- Statutory Declaration**

A name change cannot be changed retroactively. For example, if you were awarded a BA in 1988 as Joan Smith, your name change will not affect that degree or award. Name change is effective only for current enrolment.

The completed form and supporting documents must be returned to the Student Service Centre at your home campus. Upon request, an updated ID card will be issued if you are a currently enrolled student. A fee of \$60 is charged for this service.

For Office Use Only		
Date Received	Date Processed	Initials
_____	Callista _____	_____
	File/Bed _____	
	ID Card _____	