

# CHANGE OF STUDENT DETAILS – APPLICATION FORM

All sections marked with an asterisk (\*) are compulsory.

STUDENT CONTACT DETAILS*										
Student ID:										
Contact number:					Student Email:					
I wish to update my (tick all that are applicable):										
<input type="checkbox"/> Title <input type="checkbox"/> Family Name <input type="checkbox"/> First given name <input type="checkbox"/> Other given name <input type="checkbox"/> Preferred given name <input type="checkbox"/> Gender <input type="checkbox"/> Date of birth										
Reason for change: <input type="checkbox"/> Marriage <input type="checkbox"/> Deed poll <input type="checkbox"/> Correction/Addition <input type="checkbox"/> Other (please specify):										

CURRENT NAME/TITLE*
Title:
Family name:
First given name:
Other given name:
Preferred given name (if applicable):

NEW NAME/TITLE – NAME(S) TO BE WRITTEN EXACTLY AS ON YOUR SUPPORTING IDENTITY DOCUMENT(S)
Title:
Family name:
First given name:
Other given name:
Preferred given name (if applicable):

CHANGE OF GENDER	CHANGE OF DATE OF BIRTH
Please indicate the correct gender below: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/intersex/unspecified	Please indicate the correct date below (DD/MM/YYYY): /    /

I have read 'How to Use this Form' and declared that the information provided by me is correct and complete. I have included certified true copies of my original proof of identity documents (not required for preferred given name).	
Signature*:	Date*:    /    /

## STUDENT ADMIN USE ONLY:

Received on:

Processed on:

Processed by:  
 Student Records  
 Admissions

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## CHANGE OF STUDENT DETAILS

### HOW TO USE THIS FORM

This form should only be used when updating the following information:

- Change or Correction of Name;
- Change of Gender; and/or
- Change of Date of Birth

**GRADUATING STUDENTS:** If you are graduating, this form must be received prior to the last day to apply for name change indicated on the principal dates in the [UTS: Handbook](#). Graduating students who submit a change of student details form after the specified [due date](#) will be contacted, as fees will apply.

Your formal academic documents (testamur, academic record etc.) will display your **first given name, other given name & family name**, in that order.

### PROOF OF IDENTITY DOCUMENTS

Certified proof of identity documents must be submitted with your application, except for preferred given name.

Only original documents or copies of documents **certified to be true copies** of the original by an appropriate authority will be accepted. Scanned/facsimile copies **will not be accepted**.

Documents can be certified at a UTS Student Centre. Please bring original documents to be sighted, and copies in order for them to be certified. Additional information about who can certify a document on your behalf [can be found here](#).

**IMPORTANT:** International marriage certificates, change of name certificates or birth certificates will not be accepted.

I'm submitting this form to...	Required certified documents
<b>Correct or change my name and/or date of birth</b>	Please submit <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Driver's licence; or</li> <li>• Valid government travel document (e.g. passport); or</li> <li>• A Certificate from an Australian state or territory registry of births, deaths and marriages (e.g. marriage certificate; change of name certificate; birth certificate or divorce certificate).</li> </ul>
<b>Correct or change my preferred given name ONLY</b>	Certified proof of identity documents are <u>not</u> required to update a preferred given name. Your preferred given name will not be included on any formal academic documents (testamur, academic record etc.)
<b>Change my gender</b>	Please submit <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• A statement from a registered medical practitioner; or</li> <li>• A statement from a registered psychologist; or</li> <li>• A valid government travel document (e.g. passport); or</li> <li>• A certificate from an Australian state or territory registry of births, deaths and marriages (e.g. birth certificate; document recognizing change of sex/gender).</li> </ul>

### PRIVACY

Information provided on this form will be used to correct details held by the Student Administration Unit (SAU), and information held in other systems, which are integrated with, or drawn from, SAU. Information will only be disclosed where required by law, or where consent has been provided by the individual to inform others of the required changes. If your request to correct information has been refused, you will be informed. If you object to the reason provided, contact the UTS Privacy Officer

### HOW TO SUBMIT

Please allow up to 10 working days for processing. A confirmation email will be sent once finalised.

<b>In person:</b> Student Centre locations: <a href="http://www.uts.edu.au/current-students/contacts/general-contacts">http://www.uts.edu.au/current-students/contacts/general-contacts</a>	<b>By mail:</b> Records, Student Administration Unit University of Technology Sydney PO Box 123 BROADWAY NSW 2007
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