

# CHANGE OF STUDENT DETAILS

## APPLICATION FORM

### STUDENT NUMBER AND COURSE DETAILS:

Student ID:										Course code:				
Current course name:										C				

### NEW DETAILS:

### PREVIOUS DETAILS:

Family name: (new)	Family name: (previous)
Change of title: (e.g. Miss, Ms, Mrs, Mr, Mx, Dr, etc):	Date of birth: (dd/mm/yyyy)
First given name:	First given name:
Other given name:	Other given name:
Preferred given name:	Preferred given name:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Intermediate/intersex/unspecified	Do you expect to graduate at the next ceremonies?
Reason for change: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Deed poll <input type="checkbox"/> Administrative Error	
Formal name (full name as it will appear on my testamur): You do not need to provide documents to prove order of your name.	

### LOGGING THE FORM: *Please check MyStudentAdmin (MSA) for the requested change in approximately 5 working days.*

<b>In person:</b> Student Centres 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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### ESSENTIAL INFORMATION:

You must attach documentary proof of your change of personal details to this form.

**In the case of name change, attach one of the following documents that specify preferred name:** driver's licence; valid government travel document (e.g. passport); certificate from a state or territory registry of births, deaths and marriages (e.g. marriage certificate; change of name certificate).

**In the case of gender change, attach one of the following documents that specify preferred gender:** one statement from a registered medical practitioner or registered psychologist; valid government travel document (e.g. passport); certificate from a state or territory registry of births, deaths and marriages (e.g. birth certificate; document recognizing change of sex/gender).

Only original documents or copies of documents CERTIFIED TO BE TRUE COPIES OF THE ORIGINAL by an appropriate authority will be accepted and FACSIMILE COPIES WILL NOT BE ACCEPTED. Documents can be certified at a UTS Student Centre. Please bring original documents and copies in order for them to be certified.

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.

### DECLARATION:

I have read the Essential Information and declared that the information provided by me is correct and complete.	
Signature:	Date:

### STUDENT ADMIN USE ONLY:

Received by:

Processed by: