

# CHANGE OF PERSONAL DETAILS FOR STUDENTS



Please provide details as requested, sign, and attach the appropriate documentation to this form.

## SECTION 1: CHANGE OF NAME, COURTESY TITLE, DATE OF BIRTH, GENDER

Your official University records will be created using the name provided at first contact with the University. Any changes to that recorded name will be made in a way acceptable to the University. Your request needs to be supported either by University staff viewing an original document, or by submitting a copy certified by a Justice of the Peace, a Notary Public, a Consular Official, or a Commissioner for Taking Affidavits, of **ONE** of the following documents:

- (a) Birth Certificate **or** Passport **or** Marriage Certificate; or
- (b) Certificate of Change of Name, issued by the Principal, Registry Office of Births, Deaths and Marriages; or
- (c) An official Hong Kong or Singapore Government ID card for citizens of those countries.

**Please note that:**

**1** After marriage, women can claim their husband's last name, or retain their current last name. Any requests to record a new last name comprising both married and unmarried name, will require an official 'Change of Name' certified by the Principal, Registry Office of Births, Deaths and Marriages, Office of Consumer and Business Affairs.

**2** Where an official document is submitted that is different to the details requested on your form, your name(s) will be recorded using the details on the documentation provided for legal compliance.

**3** Changes made to your first or last name will affect your campus email address.

**4** Other documents are **not** accepted eg Driver's Licence or Certificate of Citizenship.

**5** Anomalies created by a data entry error may be amended without notice during routine checks.

DETAILS	CURRENT INFORMATION	NEW INFORMATION
Last name		
First name(s)		
Middle name(s)		
Courtesy title		
Date of birth		

## SECTION 2: GENDER

Gender is recorded as M, F or X and can be changed upon presentation of the following evidence:

- a) Statement from a registered Medical Practitioner or a Registered Psychologist, or
- b) Valid Australian Government travel document, such as a Valid Passport, which specifies their preferred gender, or
- c) Amended State or Territory birth certificate, which specifies their preferred gender. A State or Territory Gender Recognition Certificate or recognised details certificate showing a State or Territory Registrar of Births, Deaths and Marriages has accepted a change in sex.

**Male (M)                                  Female (F)                                  Indeterminate/Intersex/Unspecified (X) [Mx courtesy title]**

## SECTION 3: LODGEMENT OF FORM & SUPPORTING DOCUMENTATION

In Person	Ask Adelaide, Level 3, Hub Central, North Terrace Campus (original documentation to be viewed, or hard copy certified copy provided)
Post or Email	Student Administration, SAAS Office, The University of Adelaide, Adelaide SA 5005 (with hard copy certified copy attached) or <a href="mailto:enrolments@adelaide.edu.au">enrolments@adelaide.edu.au</a> (with scanned images attached)

## SECTION 4: STUDENT AUTHORISATION TO AMEND DETAILS

Details cannot be processed unless the completed and signed form, and approved documentation supporting the change, is provided.

Student ID No:	Signature:	Date
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## OFFICE USE ONLY BELOW

### INFORMATION SERVICES at Ask Adelaide, Level 3 Hub Central

What type of approved documentation was sighted/attached to this form?	
Has the impact of the change to email address and MyUni been explained to the student?	<b>Yes / No</b>
Does the student wish to use a Preferred Name (derivative of 1 <sup>st</sup> name) for email and MyUni?	<b>Yes / No</b>
Does the student want their campus emails forwarded to a personal email address? <i>Note: If this is requested, student remains responsible for monitoring all emails.</i>	<b>Yes / No [If yes, AA staff to action]</b>

**Preferred 1<sup>st</sup> name:** \_\_\_\_\_

### STUDENT ADMINISTRATION

GRADS approval	Document verified	Processed by SAAS staff	Comment	Confirmation to student
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