

CHANGE OF PERSONAL DETAILS FOR STUDENTS



Please provide details in the boxes below, and attach the required documentation to this form.

SECTION 1: CHANGE OF NAME, COURTESY TITLE AND DATE OF BIRTH		
Note: Changes made to your first or family name will update your email address.		
The University's records will be created using the name provided at first contact with the University. It will continue to be used until it is changed in a way acceptable to the University, and only if documentary evidence of the change of details is submitted. This evidence (certified copy, or original to be sighted), may only be one of the following documents:		
(a) Marriage certificate, or birth certificate, or passport;		
(b) Certificate of change of name, issued by the Principal, Registry Office of Births, Deaths and Marriages;		
(c) For students from Hong Kong or Singapore, an official Hong Kong or Singapore Government ID card.		
Notes: 1) After marriage, women can either claim the husband's family name, or retain use of their current family name. However, hyphenated names, or names comprising both married and unmarried name, will require an official change of name certified by the Principal, Registry Office of Births, Deaths and Marriages, Registration Division in the Office of Consumer and Business Affairs. 2) Other evidence such as a Driver's Licence or Certificate of Citizenship are not acceptable.		
Your Student ID number: _____		
DETAILS	CURRENT INFORMATION	NEW INFORMATION
Family name:		
First name(s):		
Middle name(s):		
Courtesy title:		
Date of birth:		
SECTION 2: CHANGE OF ADDRESS & TELEPHONE		
Enrolled students should update their details online in Access Adelaide.		
Address: _____		
Telephone:	Home: _____ Work: _____ Mobile: _____	
SECTION 3: STUDENT WHO IS ALSO A STAFF MEMBER		
Are you both a current student and a staff member at the University of Adelaide?		Yes / No
SECTION 4: LODGEMENT OF FORM		
In Person:	Information Services, Level 4 Hub Central, North Terrace Campus	
By Post:	Enrolments Office, The University of Adelaide, Adelaide SA 5005	
SECTION 5: STUDENT AUTHORISATION TO AMEND DETAILS		
Your details cannot be processed unless this form has been completed, signed, and approved documentation attached and/or sighted.		
Signature: _____	Date: _____	

Office Use Only					
INFORMATION SERVICES, Level 4 Hub Central					
Has the impact of the name change on email and MyUni been explained to the student?					Yes / No
Does the student wish to use a Preferred Name for email and MyUni?					Yes / No
DETAILS	CURRENT INFORMATION	PREFERRED DETAILS			
Family name(s):					
First name(s):					
ENROLMENTS OFFICE (staff initials & date of action required)					
Doc attached	Processed	TRIM	Grad	Rec Card	Copy to St Fin