

# CHANGE OF PERSONAL DETAILS FOR STUDENTS



ID no:	Family name:
First name:	Middle name:

Please enter the changes to your details in the boxes below, and attach the required documentation to this form. Lodge this form at the Student Centre, Level 4 Wills Bldg, North Terrace campus.  
**Note: Changes made to your first or family name will update your email address.**

### SECTION 1: CHANGE OF NAME, COURTESY TITLE AND DATE OF BIRTH For use by students currently or previously enrolled at the University of Adelaide.

Note the following information about the rules regarding changes of name:  
 The University's records will be raised in the name given by the person at their 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 (original or certified copy), may be one of the following:

- (a) Marriage certificate, 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.

**Note: After marriage, women can 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.**

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

### SECTION 3: STUDENT WHO IS ALSO A STAFF MEMBER

Are you both a current student and a staff member at the University of Adelaide? If yes, a copy of this form will be sent to Human Resources for additional processing.	Yes / No
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### SECTION 4: STUDENT AUTHORISATION TO AMEND DETAILS

Your details cannot be processed unless this form has been completed, signed, and appropriate documentation attached. Lodge the completed form at the Student Centre, Level 4 Wills Building.

Signature:	Date:
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### STUDENT CENTRE STAFF

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	NEW INFORMATION
First name(s):		
Middle name(s):		

### OFFICE USE ONLY: STAFF INITIALS & DATE OF ACTION

Doc attached:	Processed:	TRIM:	Grad:	Rec card:	Copy to HR:
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