

CHANGE OF PERSONAL DETAILS REQUEST for FORMER STUDENTS



As a former student of the University of Adelaide, you can notify us of changes to your personal information by providing details on this form and submitting it with the appropriate documentation.

Note: Actively enrolled students will complete the online version of this form.

SECTION 1: CHANGE OF NAME, COURTESY TITLE, DATE OF BIRTH	
<p>The changes you request need to be validated either by submitting an original document from the approved list to be viewed by staff, 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:</p> <ul style="list-style-type: none"> (a) Birth Certificate; (b) Passport; (c) Marriage Certificate; (d) Certificate of Change of Name, issued by the Principal, Registry Office of Births, Deaths and Marriages; (e) An official Hong Kong or Singapore Government ID card for citizens of those countries. <p>Please note the following cultural and administrative observances:</p> <p>1 After marriage, you can claim your spouse's last name, or retain your current last name. 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.</p> <p>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.</p> <p>3 Other documents are not accepted eg Driver's Licence or Certificate of Citizenship.</p> <p>4 Names longer than 90 characters need to be truncated to fit our recording system. We will contact you to discuss options.</p> <p>5 Anomalies created by a data entry error may be amended without notice during routine checks.</p> <p>6 If you have a HELP debt with the ATO, ensure you contact them about changes to your personal details.</p>	
Your Current Details	
Provide the details currently recorded at The University of Adelaide	
Last name	
First name(s)	
Middle name(s)	
Courtesy title	
Date of birth	
Your New Details	
Provide the details to be recorded at The University of Adelaide	
Last name	
First name(s)	
Middle name(s)	
Courtesy title	
Date of birth	

SECTION 2: ADDRESS			
Address			
Address			
City (Suburb)		Post code	
State		Country	
SECTION 3: GENDER			
Gender is recorded as M, F or X and can be changed upon presentation of any of the following evidence: a) Statement from a registered Medical Practitioner or a Registered Psychologist; b) Valid Australian Government travel document, such as a Valid Passport, which specifies preferred gender; 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.			
Circle your preference: Male (M) Female (F) Indeterminate/Intersex/Unspecified (X - Mx courtesy title)			
SECTION 4: LODGEMENT OF FORM & SUPPORTING DOCUMENTATION			
In Person	Ask Adelaide, Level 3, Hub Central, North Terrace Campus (original documentation to be viewed, or printed certified copy provided)		
Post or Email	Post to Student Administration (SAAS), The University of Adelaide, Adelaide SA 5005 [with certified document(s) attached] or email to enrolments@ask.adelaide.edu.au [with scanned certified image attached].		
Supporting documentation	I attach copy Certified by a Justice of the Peace, a Notary Public, a Consular Official, or a Commissioner for Taking Affidavits, of ONE of the approved documents listed in Section 1.		
SECTION 5: STUDENT AUTHORISATION TO AMEND DETAILS			
<i>I understand that by submitting this request, my personal details on my computer record at The University of Adelaide will be amended, and that name changes will not be reflected on Graduation documentation.</i>			
Name:		Student ID Number:	
Email*:			
Signature:		Date:	
*Staff will contact you on the email address you provide about your request.			

OFFICE USE ONLY BELOW		
INFORMATION SERVICES at Ask Adelaide, Level 3 Hub Central [in person]		
What documentation was sighted/attached to this form?		
Forwarded to Student Administration for processing.		
STUDENT ADMINISTRATION [by post or email]		
Doc(s) verified	Processed (initials/date)	Confirmation to former student
Comment		