

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	
<p>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:</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, 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.</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 Changes made to your first or last name will affect your campus email address.</p> <p>4 Other documents are not accepted eg Driver's Licence or Certificate of Citizenship.</p> <p>5 Anomalies created by a data entry error may be amended without notice during routine checks.</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 you would now like recorded at The University of Adelaide	
Last name	
First name(s)	
Middle name(s)	
Courtesy title	
Date of birth	
Preferred Name (optional)	
Must be a derivative of your existing name, and will be used for email and myUni	
Preferred name	

SECTION 2: 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 their 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.	
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	By post to Student Administration, SAAS Office, The University of Adelaide, Adelaide SA 5005 (with certified copy attached) or by email to enrolments@adelaide.edu.au (with scanned certified image attached). A staff member will contact you about your request.
SUPPORTING DOCUMENTATION ATTACHED	
Please attach a certified copy by a Justice of the Peace, a Notary Public, a Consular Official, or a Commissioner for Taking Affidavits, of ONE of the following documents: 1. Birth Certificate 2. Passport 3. Marriage Certificate 4. Certificate of Change of Name, issued by the Principal, Registry Office of Births, Deaths and marriages; or 5. An official Hong Kong or Singapore Government ID card for citizens of those countries.	
SECTION 4: STUDENT AUTHORISATION TO AMEND DETAILS	
<input type="checkbox"/> I submit this request to change my personal details on the understanding that the form has been completed correctly, documentation supporting the change has been provided, and that I understand the ramification of making these changes.	
Student ID No	
Email	
Date	

OFFICE USE ONLY BELOW				
INFORMATION SERVICES at Ask Adelaide, Level 3 Hub Central				
What documentation was sighted/attached to this form?				
Has impact of change to email address & MyUni been explained to the student?				Yes / No
Does student want a Preferred Name (derivative of existing name) for email & MyUni?				Yes / No
Preferred 1st name:				
STUDENT ADMINISTRATION				
GRADS approval	Doc(s) verified	Processed (initials/date)	Confirmation to student	Confirmation to staff
Comment				