

CHANGE OF STUDENT NAME FORM

Please complete this form where your name has changed after your enrolment.

Please attach relevant documentation to support this application (eg. marriage certificate or new identification).

New Personal Details			
Instructions: Enter your full name below Please write your name exactly as written in the identity document. Single name only – if you have one name only that cannot be written in the following format, write your single name in the “Family Name” section			
Title	First Given Name	Second Given Name (Middle name)	Family Name (Surname)
Enter your birth date (Day/month/year)		Gender (Tick ONE box only)	
/ / /		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Enter your contact information			
Home phone			Mobile
Email address			
Home address			

Previous Personal Details			
Title	First Given Name	Second Given Name (Middle name)	Family Name (Surname)

- ☐ I have supplied new identification to support this change of name request
☐ I have updated my USI details to match the change of names. If this has not occurred, we cannot change or modify our Student Management System and will result in your certificate being issued in the name you originally enrolled in

Student declaration

I declare that the information contained above is true and correct.

Student signature _____

Date _____

OFFICE USE ONLY	
Confirm that new identification has been received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
Confirm with student that USI record has also been changed/updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
Vettrak officer to change in SMS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____
Vettrak officer to check if any issues with USI	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____