



MACQUARIE
University

Request to Change Personal Details

Student ID Number

Date

Instructions:

Certified copies* of documentary evidence must be supplied. Documentary evidence accepted includes a current Passport, or Birth, Marriage or Change of Name Certificate from the Registry of Births, Deaths & Marriages.

Please submit this form either in person or by mail to: Student Connect
18 Wally's Walk, Level 2 MUSE, Macquarie University NSW 2109

Change relates to : (please tick)

Title

Name

Date of Birth

Gender

Current (Incorrect) Details

Title:

(Mr/Ms/Miss/Dr etc) _____

Family Name

First Name

Other Names

Date of Birth

____ / ____ / ____
DD MM YYYY

New (Correct) Details

Title:

(Mr/Ms/Miss/Dr etc) _____

Family Name

First Name

Other Names

Date of Birth

____ / ____ / ____
DD MM YYYY

Gender Recorded Incorrectly - Correct Gender is: (please circle)

Male

Female

Other

Former Signature

Date

Current Signature

* A **certified copy** is a **copy** of an original document that has been verified as being a true copy after the original document has been sighted by an authorised person