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

If you defer fees via a HELP loan scheme, your personal details (full name and date of birth) must match exactly with your details held by the Australian Taxation Office (ATO). Otherwise, your fees will not be deferrable to the ATO due to the mismatch of personal details. You will need to update your details with the ATO as well.

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.