Request to Change Personal Details

Student ID Number

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. A medical practitioners certificate is also acceptable for gender changes.

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.

Your Current Details

Title: (Mr/Ms/Miss/Dr etc) □ Family Name □
First Name □ Other Names □
Date of Birth □ / □ / □ □ Gender □

Your New Details

Title: (Mr/Ms/Miss/Dr etc) □ Family Name □
First Name □ Other Names □
Date of Birth □ / □ / □ □ Gender □

Former Signature □ □ Date □

Current Signature □

* A certified copy is a copy of an original document that has been verified by an authorized person as being a true copy of the original document. The original document has to be sighted by the authorised person at the time of certifying.