



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. 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.*

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