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.