

# CHANGE OF PERSONAL DETAILS FOR STUDENTS



Please provide details in the boxes below, and attach the required documentation to this form.

## SECTION 1: CHANGE OF NAME, COURTESY TITLE AND DATE OF BIRTH

**Note: Changes made to your first or family name will update your email address.**

The University's records will be created using the name provided at first contact with the University. It will continue to be used until it is changed in a way acceptable to the University, and only if supported by one of the following documents:

- (a) Marriage Certificate, or Birth Certificate, or Passport;
- (b) Certificate of Change of Name, issued by the Principal, Registry Office of Births, Deaths and Marriages;
- (c) For students from Hong Kong or Singapore, an official Hong Kong or Singapore Government ID card.

*Note 1:* After marriage, women can either claim the husband's family name, or retain use of their current family name. However, requests for changes comprising both married and unmarried name, will require an official Change of Name certified by the Principal, Registry Office of Births, Deaths and Marriages, Registration Division in the Office of Consumer and Business Affairs.

*Note 2:* Other documents such as a Driver's Licence or Certificate of Citizenship are not acceptable.

### Your Student ID number:

DETAILS	CURRENT	CHANGE TO
Family name:		
First name(s):		
Middle name(s):		
Courtesy title:		
Date of birth:		

## SECTION 2: CHANGE OF ADDRESS & TELEPHONE

**Enrolled students should update their details online at Unified <https://unified.adelaide.edu.au>**

Address:			
Telephone:	H:	W:	M:

## SECTION 3: LODGEMENT OF FORM & SUPPORTING DOCUMENTATION

In Person:	Information Services, Hub Central Level 4, North Terrace Campus (original viewed, or certified copy provided)
By Post:	Enrolments Office, The University of Adelaide, Adelaide SA 5005 (certified copy attached)

## SECTION 4: STUDENT AUTHORISATION TO AMEND DETAILS

Details cannot be processed unless form has been completed, signed, and approved documentation provided.

Signature:	Date:
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## OFFICE USE ONLY BELOW

### INFORMATION SERVICES at Hub Central, Level 4

Which approved documentation has been sighted/attached to this form?		
Has the impact of the name change on email and MyUni been explained to the student?		<b>Yes / No</b>
Does the student wish to use a Preferred Name for email and MyUni?		<b>Yes / No</b>
DETAILS	CURRENT INFORMATION	PREFERRED DETAILS
Family name(s):		
First name(s):		
ENROLMENTS OFFICE		
Change verified?	Processed	Grads
		Comment?