



Change of Personal Details

Use this form if one or more of your personal details that are on our records changed.

Please fill in all the tables below except the last one titled "For office use".

Student details

First name	
Surname	
Email	
USI	
Telephone	
Mobile	
Address in Australia	
Overseas address	
Postal address	
Agent details (if applicable)	
DOB	
Gender	
Nationality	
Visa end date	

Current enrolment

Course name and code	
Course start date	
Course end date	
Next course with MI (if applicable)	
Next course start date	
Next course end date	

Requested change

<i>Item changed</i>	
<i>Old details</i>	
<i>New details</i>	



Reason for change

If more than one detail has changed, simply add more rows to this table and specify the changes.



Name Change: The College only accepts official name changes. Aliases are not acceptable. You must provide a Birth Certificate, current Passport, 18+ card or Drivers License as proof of your correct name. Change of family name and/or all given names require a Deed Poll/Change of Name Certificate or Marriage Certificate, or other government issued official documents.

Student declaration:

- I Certify that the information I have provided above is true and correct.
- I am providing documents to support my request.

Date: _____

Signature: _____

Office use only	
Application received by	
Application reviewed by	
Outcome	
Reason (if declined)	
Actioned in (i.e. PRISMS, aXcelerate)	
Student advised	
Agent advised	
Trainer advised	
Approver signature	
Approval date	