

Change of Personal Details Form

Curtin Student ID

Current Name and Date of Birth

Title Date of birth / /
Family name
Given names

Correct Name and Date of Birth

Title Date of birth / /
Family name
Given names

Order of Formal Name (as it will appear on your degree/award)

Formal name

Documents Required

Documentary evidence is required for all changes to names and dates of birth. Acceptable documents are as follows:

- | | |
|------------------------|-------------------------------|
| For Name Change | For Dates of Birth |
| -Citizenship Papers | -Birth Certificate |
| -Marriage Certificate | -Extract of Birth Certificate |
| -Registered Deed Poll | -Passport |
| -Divorce Decree | |
| -Passport | |

Documents must be certified copies of the original and may be certified by a Justice of the Peace, a Commissioner or Declarations or a member of University Staff. A certified translation must be provided for any documents not written in English.

Declaration

I have read and understood the requirements of this application form. I certify that all information, including supporting documentation and certificates, is correct.

Student signature Date

Application forms not signed by the Student will not be accepted.

Are you about to graduate? YES NO

Documents must be received no later than 6 weeks prior to your scheduled graduation.

Changing student details after conferral date will incur a fee. Please contact the Graduations Office for further information.

Payment Details (if applicable)

Cash
 Cheque/Money Order
 Credit Card Visa MasterCard

Amount Payable

\$ 75.00 (change of name after conferral)

- Cheques are made payable to Curtin University
- Cash to be paid in person only

- Fee to re-issue a Curtin Award \$100

Name of cardholder Expiry Date /

Card Number CVC#

(3 digits located on the back of your card)

Authorisation for use of credit card (if cardholder is not the person named in Personal details section)

I hereby authorise

To use my credit card for payments to Curtin University of Technology.

Signature Date

For office use only:

Is Student Graduating within the next 6 weeks YES NO Ceremony Date:
If so, email Graduations: YES NO Documentary Evidence Provided? YES NO
Name: Signed: Date: