

Change of Personal Details Form



Curtin University

Student Number

Name and Date of Birth (currently recorded)

Name

Date of birth

Corrected Name and Date of Birth

Title Date of birth

Family name

First given name

Other given names

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

Formal name

Documents Required (scanned colour copies)

Documentary evidence is required to confirm your details. Change of name - two forms of evidence are required from lists below (one from each list is required) Change of date of birth - one form of evidence is required from list below. All copies submitted must be certified.

Change of Name

(Primary)

- Citizenship Papers
- Birth Certificate (or Extract)
- Passport
- Registered Deed Poll

(Secondary)

- Medicare Card
- Valid Drivers Licence
- National Identification Card
- Official Marriage Certificate or Divorce Decree
- Change of Name Certificate

Change of Date of Birth

- Official Birth Certificate (orextract)
- Passport

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

Submit this form with all relevant supporting documents to your Student Services Office:

In Person: Curtin Connect Building 102

Email: studentservicecentre@curtin.edu.au

Webform: <https://students.connect.curtin.edu.au/app/contact>

For graduating students: documents must be received by the published deadline.

Changing your name after conferral date may not be possible. Fees will apply if a change is approved.

Please contact the Graduations Office for further information. For contact details visit: www.graduations.curtin.edu.au

Payment Details (if applicable)

Amount Payable

Please see applicable fees at http://fees.curtin.edu.au/special_proc_fees.cfm

In order to have your form processed, payment may be required. Once the Graduations Office have approved your application, you will be contacted via email to make payment for processing (Please ensure your email and current telephone number is included on this form).

Daytime contact details: email and telephone