

# Change of Details Form



Request to change: (Please tick one or more)	Name: <input type="checkbox"/>	Preferred Name: <input type="checkbox"/>	DOB: <input type="checkbox"/>	Gender: <input type="checkbox"/>
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## CURRENT DETAILS

Student Number:	Date of Birth
Family Name:	Other Name(s):
Prefix : Mr/Mrs/Miss/Dr etc.	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Indeterminate/Intersex/Unspecified: <input type="checkbox"/>

## DETAILS TO BE UPDATED (PLEASE ADD CHANGED DETAILS)

Student Number:	Date of Birth
Family Name:	Other Name(s):
Prefix : Mr/Mrs/Miss/Dr etc.	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Indeterminate/Intersex/Unspecified: <input type="checkbox"/>

## THE FOLLOWING DOCUMENTATION IS REQUIRED

Please provide **CERTIFIED COPIES** (see over page), or present documents to any Student Central location for certification

Change of Name (2 of the below, one showing previous name and one showing new name)		Date of Birth		Gender	
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Doctor / Psychologist Certificate OR
<input type="checkbox"/>	Passport	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Passport
<input type="checkbox"/>	Marriage Certificate (See page 2)	<input type="checkbox"/>	Deed Poll / Change of Name		
<input type="checkbox"/>	Driver Licence				
<input type="checkbox"/>	Deed Poll / Change of Name				

Student Signature:	Date:
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Please return application form with documentation to any University of Newcastle [Student Central location](#)

**Phone:** +61 2 4921 5000 **E-mail:** [Enrolments@newcastle.edu.au](mailto:Enrolments@newcastle.edu.au) **Fax:** +61 2 4921 2020

Research Scholarship holders must also email [payrollservices@newcastle.edu.au](mailto:payrollservices@newcastle.edu.au) to notify change of details.

## ENROLMENTS USE ONLY

Documentary evidence sighted (and attached)  Details changed by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms and their attachments will be retained as required by the University of Newcastle **RECORDS MANAGEMENT POLICY** - <https://policies.newcastle.edu.au/document/view-current.php?id=81>

Enrolments  
Student Central  
Updated Jul 2018

# Guidelines for Change of Details Form

## Certified documentation

**All copies of documents must be certified.** The University of Newcastle accepts documents that have been certified by:

- An authorised person of a tertiary or higher education institution who will sign and stamp the copies. **Student Central staff can perform this service.**
- A Justice of the Peace, who will stamp and sign the copies and include their name, registration number and state of registration.
- A person currently employed as:
  - an accountant
  - a bank manager
  - a credit union branch manager
  - a barrister, solicitor or attorney
  - a police officer of the rank of sergeant or above
  - a postal manager
  - a principal of an Australian secondary college, high school or primary school.

Each certified copy must include an official stamp from the notary's employing institution.

## Change of Name

Please provide 2 forms of identification from the list below, one must show previous name and one must show current (new) name:

- Birth Certificate
- Passport
- Marriage Certificate (**No commemorative certificates can be accepted**)
- Driver Licence
- Deed Poll / Change of Name certificate

## Preferred Name

Preferred name can only be used within Blackboard.

Acceptable reasons to change Preferred Name (no documents required):

Anglicized e.g. Wong (Bruce) Lee

Abbreviations e.g. Jonathon to Jon

Order of existing names e.g. He Wong Lee to Lee Wong He

The following changes are not acceptable:

Nicknames, slang or titles

Offensive language or drug references

## Date of Birth

Please provide one of the below:

- Birth Certificate
- Passport
- Deed Poll / Change of Name certificate

## Gender

Unspecified is the officially recognised gender classification for individuals who do not identify as male or female. To make a change in your student record, you are required to provide the following:

- Doctor/Psychologist certificate supporting this gender classification.