Change of Details Form



Request (Please tid more)	to change: ck one or	Name		Preferred Name:		DOB:	Gender:	
CURRENT DETAILS								
Student Number:						Date of Birth		
Family Name:						Other Name(s):		
Prefix: Mr/Mrs/Miss/Dr etc. Gender: Male/Man (M) Female/Woman (F) Non-Binary (N) A different term (D) Prefer not to								
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/Man (M) Female/Woman (F) Non-Binary (N) A different term (D) Prefer not to say (P)								
THE FOLLOWING DOCUMENTATION IS REQUIRED Please provide COLOUR SCANS I PHOTOGRAPHS or present CERTIFIED BLACK AND WHITE COPIES (see over page), or present originals 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								
	Birth Certificate				Passport		No documentation required	
	Passport				Birth Certificate			
	Marriage Certificate (See page 2)				Deed Poll / Change of Name			
	Driver Licence							
	Deed Poll / Change of Name							
Student Signature:							Date:	
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 Fax: +61 2 4921 2020 Research Scholarship holders must also email 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 Oct 2025

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

To make a change in your student record, choose from one of the following categories:

Female/Woman (F), Male/Man (M), Non-Binary (N), a different term (D) or prefer not to answer (P).