



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

Change of Personal Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student ID Number	Program Code	Year Level
Academic Career	Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>
	Research <input type="checkbox"/>	Non Award <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus or Provider and Location	Campus Code	

This form is to change your name with the University of Ballarat.
Evidence of your new name must also be attached to this form.

Previous Personal Details:

Title Primary and Degree (Given) Names

Preferred Name

Family Name

Date of Birth / / Gender Male Female

Are you an International Student studying in Australia? Yes No

International students are required to have this form signed by a representative from International Student Programs (ISP) or your education provider before submitting it to Student Administration, Mt Helen Campus. The Department of Immigration and Citizenship (DIAC) will be notified of the changes to your personal details.

I wish to advise the University of the following change/s to my personal details:

Important Note: You must attach certified documentary evidence to support the requested changes, for example: Marriage Certificate, Birth Extract, Passport or Change of Name by Deed Poll).

New Personal Details: (as per evidence attached)

Title Primary and Degree (Given) Names

Preferred Name

Family Name

Date of Birth / / Gender Male Female

Contact Details: During Semester and Lecture Breaks

Australian Home Telephone ()

International Home Telephone 0011 + Country Code ()

Mailing Address

Australian Mobile

Suburb/Town/City

Country State Post Code

Email

Effective from: The date lodged at Student Administration, Mt Helen Campus **or** The following date / /

Comments:

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with the University of Ballarat. I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I authorise the University of Ballarat to amend my contact details effective from the date indicated above.

Student Signature Date / /

Distribution List: Student Administration School Student Fees

Partner Provider (PP) or International Student Programs (ISP) Noted: *(If applicable.)*

PP or ISP Program
Coordinator Name

PRISMS Updated
(If applicable)

PP or ISP Program
Coord. Signature

Date / /

Copy on file at PP or ISP. Original to be sent to Student Administration, Mt Helen.

Student Administration, Mt Helen (Office Use)

Entered by:

mySC Updated
(Please tick)

Date / /

Graduation Office has been
sent a copy *(If applicable)*

Student ID Card
replaced *(If applicable)*

ISP has been sent
a copy *(If applicable)*

Comments