

# Student Administration - Operations

## Change of Personal Details



University of  
Western Sydney  
Bringing knowledge to life

Student Central  
Locked Bag 1797, Penrith NSW 2751

You must provide appropriate documentation that supports your change of name or change of date of birth request. If you are submitting this form in person, please bring the original documentation for sighting by a Student Central officer. If posting this form, please attach correctly certified copies of supporting documentation and send to: Student Central, University of Western Sydney, Locked Bag 1797, Penrith NSW 2751. Please refer to the back of this form for acceptable documentation and who can certify original copies. Changes to address details must be made through MySR. Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

### 1 - PERSONAL DETAILS - CURRENT DETAILS

Student ID number	Daytime contact phone number	
<input type="text"/>	<input type="text"/>	+
Current title	Current family name	
<input type="text"/>	<input type="text"/>	
Current given name(s)	<input type="text"/>	

### 2 - CHANGE OF NAME - NEW DETAILS

New title	New family name	
<input type="text"/>	<input type="text"/>	
New given name(s)	<input type="text"/>	
New preferred name	<input type="text"/>	

### 3 - CORRECT GENDER

Correct gender details Male  Female

### 4 - CHANGE OF DATE OF BIRTH

Currently registered date of birth	Correct date of birth
<input type="text"/>	<input type="text"/>

### 5 - DECLARATION AND SIGNATURE

I declare that the information provided on this form is true and accurate at the time of provision. I acknowledge that it is my responsibility under the terms and conditions of my enrolment to ensure that my personal details held in the student record system are accurate during my period of enrolment.

Student's signature

<input checked="" type="checkbox"/> SIGN HERE	Date	<input type="text"/>
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### OFFICE USE ONLY

Type of supporting documentation	Original <input type="checkbox"/>	Certified copy <input type="checkbox"/>	Student Central date stamp and staff initials
<input type="checkbox"/> Driver's licence (must be current)	<input type="checkbox"/> Deed Poll		
<input type="checkbox"/> Passport (must be current)	<input type="checkbox"/> Divorce decree		
<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Change of name certificate		
<input type="checkbox"/> Certificate of marriage			
Licence/Passport or certificate number:	Received by:	Checked by:	
<input type="text"/>	SEIS OFFICER	SEIS OFFICER	

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

# Important information for students wishing to change their personal details

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Changes to your address details are made via MySR.

## Documentation accepted for change of personal details

The following documents will be accepted as evidence of a change of personal details:

- Birth certificate (Commemorative certificates are not acceptable)
- Marriage certificate (Commemorative certificates are not acceptable)
- Deed Poll
- Change of Name certificate issued by the Registry of Births, Deaths and Marriages
- A Divorce decree
- A birth certificate showing the name at birth and the new name (Commemorative certificates are not acceptable)
- A current passport
- A current driver licence - this will only be accepted for change of date of birth

## Certifying documents

The person who certifies your document/s must be contactable by telephone during normal working hours.

Your documents must be certified by one of the following authorised officers:

- Any UWS Student Central staff member
- Any other university or TAFE College staff member
- The official records department of the institution that originally issued the document/s
- An Australian overseas diplomatic mission and Australian Educational Centres
- The Universities Admissions Centre (UAC)
- A Justice of the Peace (JP) with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

**You, or a family member, cannot certify your documents, even if you or they belong to one of the categories listed above.**

## How should the authorised officer certify each document?

The certifying officer must print the following text on the copied document:

*'I certify this to be a true copy of the document shown and reported to me as the original.'*

They also need to provide the following:

- Their name
- Their address
- A contact telephone number
- Their profession or occupation or organisation
- The official stamp or seal of this organisation (if the organisation has such a stamp)
- The date
- Their signature

A Justice of the Peace must also print their registration number and provide details of the state in which they are registered. Copies certified by a JP without a registration number will NOT be accepted.

To find a JP in your area, check the public register of JPs available online from the NSW Attorney-General's Department [www.lawlink.nsw.gov.au/](http://www.lawlink.nsw.gov.au/)