Queensland University of Technology
Student Administration
Victoria Park Road
Kelvin Grove Qld 4059
Phone 07 3138 2000
www.qut.edu.au
CRICOS No. 00213J ABN 83 791 724 622

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2509

Change to Personal Details Form

Current personal details - details as currently shown on QUT records

Course code (eg 'BS05')

Student number N

Family name

Given names

Title (Mr, Miss, Mx etc)

Date of Birth (dd/mm/yyyy) / /

Gender

Male **Female** **Non-binary** **Different term** **Prefer not to answer**

Email

Instructions - read this before proceeding

- You are obliged to provide personal information, including your full legal name, for record-keeping purposes and for statistical purposes as required by the Commonwealth Government.
- You can lodge this form at HiQ on campus or mail it to the address above.
- Further name change information is available from the Australian Government's Births, deaths and marriages registries. www.nla.gov.au/research-guides/australian-birth-death-and-marriage-records

1. Change of name - provide details as you would like shown on QUT records

If you propose to change your legal name from those that are currently shown on QUT records, please select which one of the following documents confirms your new name:

- ☐ *Australian Birth Certificate (including re-issued Australian Birth Certificates)
- ☐ *Australian Marriage Certificate
- ☐ *Australian Change of Name Certificate
- ☐ Australian Drivers Licence (current)
- ☐ Australian Proof of Age Card (current)
- ☐ Australian and International Passport (current)
- ☐ ImmiCard (current)
- ☐ Australian Divorce Papers (if all relevant details are listed)

* Issued by Births, Deaths and Marriages

Please note ceremonial marriage certificates or foreign language documents are not accepted. If you provide copies of documentation, make sure these copies are properly certified by a Justice of the Peace or Commissioner of Declarations (must include their registration number and official stamp), Solicitor (must include their full name and office stamp) or HiQ staff member.

Updating your name in this section will change your name on all QUT documents produced after this form is processed.

New title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Mx ☐ Dr ☐ Other .....

New surname .....

New given name/s ..... New other name/s .....

2. Change of gender details - provide details as you would like shown on QUT records

To update your gender details on QUT records, choose one of the following options:

Male ☐ Female ☐ Non-binary ☐ Different term ☐ Prefer not to answer ☐

Note: If you also need to change your name or title details complete section 1 'Change of name' above.

3. Cultural name variation for parchment only

Use this section if you are expecting to graduate and wish to change the way your name will appear on your graduation parchment for cultural reasons. Please note the relevant cut off dates for this request, after the cut-off date charges may apply. Check key dates for details.

Cultural variations include:

- changing the order of your names (eg: make family name first)
- adding accents or correct casing
- adding cultural variations such as Bin/Binte or S/O

Changes made in this section will not appear on your academic record or Australian Higher Education Graduation Statement (AHEGS).

I wish my name to appear as follows: .....

QUT will contact you if we are unable to accept your request

4. Change of mailing address

You are required to provide a reliable mailing address for University correspondence. If you are a current QUT student you can update your mailing address through the HiQ site without completing this form.

You may need to update your mailing address using this form if:

- you are a recent graduate of QUT
- you are under 18 years of age
- you are a graduating student whose documentation has been returned to QUT
- it is past the due date to update your mailing address via the HiQ site (e.g. graduation parchment)

New mailing address:

Street/PO Box No .....

Suburb/Town .....

State ..... Country .....

Postcode ..... Telephone Number | | | | | | | | | | |

☐ Please tick if you also wish to change your Permanent Home Residence to this address (used for statistical purposes only).

5. Declaration

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the QUT Student Code of Conduct www.mopp.qut.edu.au/E/E_02_01.jsp and the procedures for management of student misconduct www.mopp.qut.edu.au/E/E_08_01.jsp. I acknowledge that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic matters affecting my studies.

I acknowledge that it is my responsibility to provide all necessary documentary evidence of qualifications or experience. I authorise QUT to verify such records through QualSearch or grant my consent for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and experience directly to QUT.

Student's signature ..... Date ...../...../.....

Privacy

Details of QUT's practices regarding student information and privacy see www.qut.edu.au/privacy

If you are unable to access this form online, you may visit HiQ on campus, phone 07 3138 2000 or email askqut@qut.edu.au for this information.

Office use only – data entry

Student Centre: Updated by..... Date...../...../.....

Admissions: Updated by..... Date...../...../.....

QRecords to Ceremonies: By..... Date...../...../.....

Please print and sign this form before lodging