

# Application to amend Personal Details PD

## GENERAL INFORMATION

This form should be used if you have formally changed your name or other personal details. It should also be used to amend your details due to incorrect information. Details can only be changed if the required documentary evidence is attached. Please refer to page 2 of this form for instructions and information including acceptable forms of documentary evidence.

### SECTION A: CURRENT PERSONAL DETAILS

Student ID (if issued)	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male						
Family Name	<input type="text"/>		Given Name(s)	<input type="text"/>					
Street Address	<input type="text"/>								
Suburb	<input type="text"/>				Postcode	<input type="text"/>			
Telephone (Home)	<input type="text"/>				Telephone (Mobile):	<input type="text"/>			

Are you an international student?

☐ YES\* ☐ NO

#### \*International Student Responsibilities

Any change to personal details which appear on your passport (such as Change of Name) should also have been reported to the Department of Immigration and Citizenship (DIAC) as soon as possible after the date of that change. To comply with visa condition 8533, international students must: Advise William Angliss Institute within seven days of arrival in Australia of a current residential address and of any subsequent changes of address, within seven days of each change.

### SECTION B: CORRECTION OF DATE OF BIRTH, GENDER

☐ Correction of date of birth   /   /

Write your correct date of birth here

☐ Correction of gender ☐ Female ☐ Male ☐ Not Declared

Office use only  
(Please ensure a certified copy of one of the following documentation is attached):

☐ Drivers licence  
☐ Passport  
☐ Birth Certificate

### SECTION C: CHANGE OF NAME, CITIZENSHIP, UNIQUE STUDENT IDENTIFIER (USI)

☐ Change of Name

Change of Title ☐ MS ☐ MISS ☐ MRS ☐ MR ☐ DR

Change of Family Name

Change of Given Name(s)

Reason for change ☐ Marriage ☐ Divorce ☐ Name change ☐ Administrative Error ☐ Other \_\_\_\_\_

Do you require your username and email address to be amended? ☐ Yes ☐ No

☐ Change of Citizenship or other \_\_\_\_\_

☐ Addition of USI to Student Record

Office use only  
(Please ensure a certified copy of one of the following documentation is attached):

☐ Marriage Certificate  
☐ Passport  
☐ Birth Certificate  
☐ Change of Name Certificate  
☐ Citizenship Certificate

### SECTION D: DECLARATION BY STUDENT

I declare that the information I have provided is true and correct. I will notify William Angliss Institute immediately of any further changes to my personal details.

Signature of Student

Date

Office use only (Received Date Stamp and any other comments)

Office use only

Processed by \_\_\_\_\_

Processed on \_\_\_\_/\_\_\_\_/\_\_\_\_

Doc Type \_\_\_\_\_ Doc Number \_\_\_\_\_

## VARIATION TO PERSONAL INFORMATION DETAILS INFORMATION SHEET

This page contains information about updating the following details:

- gender (sex)
- name.

### GENDER (SEX)

If your gender (sex) has been recorded incorrectly you may ask us to amend our records by presenting to the Information Centre, Building A, Level 1 (Melbourne Campus) or other relevant campus location in person or you may ask us to change the gender on your student record if your changed gender is legally recognised and you are now living as your reassigned gender.

In order to make this change we must see a certified copy\* of one of the following:

- an updated birth certificate from an Australian Registrar of Births, Deaths and Marriages
- a Victorian Registry of Births, Deaths and Marriages Recognised Details certificate
- a Recognised Details certificate, or equivalent, from any other Australian Registry of Births, Deaths and Marriages.

### NAME CHANGE AND/OR CITIZENSHIP

If your name has been recorded incorrectly you may ask us to amend our records by presenting to Information Centre, Building A, Level 1 (Melbourne Campus) or other relevant campus location. If you change your name legally, you must present a certified copy\* of your identity document to support your request. Types of documentation accepted differ depending on the reasons for the change. Please consult the table below for the appropriate form of evidence for your particular circumstance:

Reason for name change	Documents accepted
Marriage/Registered Relationship	<ul style="list-style-type: none"> <li>• Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)</li> <li>• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)</li> </ul>
Separation/divorce	<ul style="list-style-type: none"> <li>• Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)</li> <li>• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent) and</li> <li>• Birth certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)</li> </ul>
Name change	<ul style="list-style-type: none"> <li>• Deed poll – if name changed before 1 November 1986</li> <li>• Change of Name Certificate issued by the Registry of Births, Deaths or Marriages – if name changed after 1 November 1986</li> <li>• Overseas equivalent of either of these two document types</li> </ul>
Citizenship or other	<ul style="list-style-type: none"> <li>• Citizenship Certificate</li> <li>• Other documentation to support the change</li> </ul>

### UNIQUE STUDENT IDENTIFIER (USI)

If you have not recorded your Unique Student Identifier (USI) on your personal record, please use this form to inform us of your USI. It is a requirement under the Student Identifiers Act 2014 that from 1 January 2015, all students undertaking a nationally recognised training program need to have a USI. This includes students doing Vocational Education Training (VET) in schools. Further information is available at <http://www.usi.gov.au/>