



# Correction or change of personal details request form

## INSTRUCTIONS

This form is to be used when applying to correct or change your personal details on your UNSW record.

- All students are required to complete Sections 1 and 2.
- Complete the sections of the form that correspond to your requested change (Sections 3, 4 or 5).
- Personal information collected in this form will be managed in accordance with the UNSW Student Privacy Code of Practice [<https://student.unsw.edu.au/privacy>].
- Attach certified documentary evidence supporting your requested change; or where applicable, complete Section 6 to give your consent for your documentation to be verified using the Document Verification Service.
- Sign declaration overleaf: you must read the declaration before signing.
- Submit completed form with supporting documents to The Nucleus: Student Hub via: <http://unsw.to/changedetails> (**current student**), or <http://unsw.to/contactus> (**non-current student**). Alternatively, you may post this form along with your certified documentary evidence to the following address: The Nucleus: Student Hub, University of New South Wales, UNSW Sydney NSW 2052, Australia.

Information provided on this form will be used to correct your personal details as held by The Nucleus: Student Hub, and information held in other systems which are integrated with, or drawn from, The Nucleus: Student Hub. Personal information held by UNSW is managed in accordance with the UNSW Student Privacy Code of Practice [<https://student.unsw.edu.au/privacy>].

If you are a continuing student you will be issued with a new Student ID card following your name change/correction being processed. You will receive an email notifying you of when your new ID card can be requested.

If you have applied for a HELP loan to defer payment of your tuition fees, you are also required to notify the Australian Taxation Office of your change of personal details. For further information go to <https://student.unsw.edu.au/commonwealth-support>

If you have any questions, please contact The Nucleus: Student Hub on (02) 8936 7005

## DOCUMENTARY EVIDENCE

### YOU MUST ATTACH CERTIFIED DOCUMENTARY EVIDENCE SUPPORTING YOUR REQUEST

Your request cannot be processed until certified documentary evidence bearing the signature of a Justice of the Peace is provided. Alternatively the original document can be brought into The Nucleus: Student Hub to be certified OR where applicable if you give consent for UNSW to verify the validity of your documents using the DVS you are only required to submit a photocopy of your document.

\*If you are using Australian Commonwealth or State Government issued documentation to support your request, UNSW can verify and confirm the validity of your documents via the Document Verification Service (DVS) managed by the Commonwealth Attorney-General's Department (subject to you providing consent for the University to do so). Information on the DVS is available at [www.dvs.gov.au](http://www.dvs.gov.au).

The following documents can be verified via the DVS.

- Australian Birth Certificate
- Australian Marriage Certificate
- Australian Passport
- Australian Driver Licence
- Australian Change of Name Certificate
- Australian Visa Grant Notice

If you are applying for a correction to date of birth or a minor name change, please submit one of the following document options. A minor name change includes the addition of a middle name, a spelling correction or a change of name order.

- Birth Certificate
- Passport
- Australian Photo ID Card \*
- Australian Driver Licence

\*Australian Photo ID Cards cannot currently be verified via the DVS. You must provide a certified copy.

If you are applying for a full name change after legally changing your name, please submit one of the following document options:

- Change of Name Certificate AND Primary form of photograph ID reflecting new name

If you require a name change after marriage or divorce, please submit the following documentation:

- Marriage Certificate
- Divorce Certificate
- An amended state or territory birth certificate AND Primary form of photograph ID reflecting new name

### PLEASE SEE THE NUCLEUS: STUDENT HUB STAFF FOR DETAILS REGARDING OTHER NAME CHANGES.

Please be aware that if you provide falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC.

As a student, you should be aware of your obligations and responsibilities under the student code which can be found here:  
<https://student.unsw.edu.au/conduct>

### FOR OFFICE USE ONLY:

Has deadline passed to change name for graduation?

YES  NO

Ceremony date & no.

Consent provided to verify via DVS?

YES  NO

DVS Reference no.

Documentary evidence type:

BC  PP  MC  Other

Other comments:

Date:

Initials:

## SECTION 1:PERSONAL DETAILS (ALL STUDENTS)

Family Name

Student ID

Given Name

Telephone

Email

## SECTION 2:REASON FOR REQUESTING CORRECTION OR CHANGE (ALL STUDENTS)

Incorrect Spelling on University Records

Change of Name

Incorrect Name Order

Incomplete Name On UNSW Records

Marriage

Incorrect Date of Birth

Change of Rank or Title (Please specify the required change in the Title field)

Incorrect Gender

Other

## SECTION 3:CORRECTION OR CHANGE OF NAME

**DETAILS OF CORRECT NAME:** Exactly as it appears on your identity document

Family Name

First Name

Middle Name

**FOR OFFICE USE ONLY:** Name recorded in SiMs before change made

Staff Initials

Family Name

First Name

Middle Name

### TITLE:

Mr

Miss

Mrs

Ms

Dr

Other

If you will be graduating, this request must be received no later than the deadline indicated in the conferral email from the Graduations Office.

Please indicate the date of your scheduled graduation  /  /  (dd/mm/yyyy)

## ORDER OF YOUR NAME FOR YOUR TESTAMUR (DEGREE CERTIFICATE)

If you have submitted an application for official documentation (eg. testamur, transcripts) which require your name change to be processed prior to these documents being issued, please indicate here:

## SECTION 4: CORRECTION OF DATE OF BIRTH

If the UNSW record of your date of birth is incorrect, please indicate your correct date of birth below:

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

### FOR OFFICE USE ONLY:

Date of Birth recorded on SiMs before change mode  /  /  Staff Initials

## SECTION 5: CORRECTION OF GENDER

If the UNSW record of your gender is incorrect or needs to be changed please indicate your correct gender below:

Your Gender  Intersex, Indeterminate or Unspecified  Male  Female

## SECTION 6: CONSENT TO VERIFY YOUR DETAILS VIA THE DOCUMENT VERIFICATION SERVICE (DVS)

If you are using Australian Commonwealth or State issued documentation to support your request UNSW can verify and confirm the validity of your documents via the DVS (subject to you providing your consent). These documents must be attached to the form.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

NB. If you do not wish to have your documents verified via the DVS you will need to provide certified documentary evidence to support your request.

## SECTION 7: DECLARATION

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates are correct.

/  /

Student ID

Signature

Date