



Section A: Current Details	Student ID:											
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Family Name:	Other Names:
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Date of Birth:

Section B: Change of Name

Any change of name must be supported with certified documentation such as birth certificate, marriage certificate, passport, etc.
Note: Your new name will be printed on all future certificates / awards unless otherwise stated on a separate application for award form.

New Family Name:	New Other Names:
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Reason: <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce <input type="checkbox"/> Name change (deed poll) <input type="checkbox"/> Administrative error <input type="checkbox"/> Other:	

Section C: Change of Address

Please note: Changing address can be done via the Student Portal

Previous Address:		
Suburb:	Country:	Postcode:
Telephone:	Email:	Mobile:

NEW POSTAL ADDRESS: Note - All future correspondence will be sent to this address

New Postal Address:		
Suburb:	Country:	Postcode:
Home telephone:	Work telephone:	Mobile:

NEW HOME ADDRESS: If your home address is the same as postal address, please write "As Above", if not please fill in home address below:

New Home Address:		
	Email:	
Suburb:	Country:	Postcode:
Home telephone:	Work telephone:	Mobile:

PARENT/GUARDIAN: If you are under 18 years of age, please provide your guardian details below:

STAFF: Do not make changes in UE for minors unless guardian is present. Forward this form to the Duty of Care officer for any amendments to guardian or address changes.

Parent/Guardian Name:	Email:	
Parent/Guardian Address:		
Suburb:	Country:	Postcode:
Home telephone:	Work telephone:	Mobile:

Ensure that changes to your personal detail matches your record on the USI Registry. You will not receive your certificate or results from South Metropolitan TAFE if your personal details do not match with the USI Registry. Go to www.usi.gov.au to update your details today.	
Signature of student:	Date: / /

Office use:	Received by (Initial & last name): _____ Date: _____ Proof & ID sighted: <input type="checkbox"/> Yes <input type="checkbox"/> No
	SMS updated: <input type="checkbox"/> Yes <input type="checkbox"/> No USI Registry updated by student? <input type="checkbox"/> Yes <input type="checkbox"/> No Form forwarded to Admin: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Minors: All guardian & address changes for minors must be sent to Duty of Care officer.