

Email | student.documents@smtafe.wa.edu.au

Phone | 1800 001 001

Please use this form to amend your contact details in our system. Changes of address can be done via the Student Portal. If you use this form to change your address, all future correspondence will be sent to this address.

- Any change of name must be supported with certified documentation such as birth certificate, marriage certificate, passport, etc. Your new name will be printed on all future certificates / awards unless otherwise stated on a separate application for award form.
- Ensure that changes to your personal detail matches your record on the USI Registry. You will not receive your certificate or results from SM TAFE if your personal details do not match with the USI Registry. Go to <http://www.usi.gov.au> to update your details.

Student current contact details				
First name:		Student ID:		
Last name:		Date of Birth:		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:			
Change of Name				
New last name:		New other name(s):		
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <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:			
Change of address: previous address				
Previous address:				
Suburb:		Country:		Postcode:
Home phone:		Work phone:		Mobile:
Change of address: new postal address				
New address:				
Suburb:		Country:		Postcode:
Home phone:		Work phone:		Mobile:
Change of address: new home address				
New address:				
Suburb:		Country:		Postcode:
Home phone:		Work phone:		Mobile:
Parent/guardian contact details for under 18 years of age students				
Parent/guardian name:		Email address:		
Parent/guardian address:				
Suburb:		Country:		Postcode:
Home phone:		Work phone:		Mobile:
OFFICE USE ONLY				
Enrolling officer name (initials):		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				Forwarded to Duty of Care: <input type="checkbox"/> Yes <input type="checkbox"/> No

Completed and signed forms should be returned to student.documents@smtafe.wa.edu.au.