

Change of Personal Details Form



Curtin University

Curtin Student ID

Current Name and Date of Birth

Current Name

Date of Birth

Correct Name and Date of Birth

Title

Date of birth

Family name

Given names

Order of Formal Name (as it will appear on your degree/award)

Formal name

Documents Required

Documentary evidence is required to prove your **full legal name**. Two forms of evidence are required for change of name from lists below—one from each list is required. For change to date of birth, one form of evidence is required from list below.

Change of Name

(Primary)

- Citizenship Papers
- Birth Certificate (or Extract)
- Passport
- Registered Deed Poll

(Secondary)

- Medicare Card
- Valid Drivers Licence
- National Identification Card
- Marriage certificate or divorce decree

Change of Date of Birth

- Birth Certificate (or extract)
- Passport

Declaration

I have read and understood the requirements of this application form. I certify that all information, including supporting documentation and certificates, is correct.

Student signature

Date

Application forms not signed by the Student will not be accepted.

Are you about to graduate?

YES

☐

NO

☐

Documents must be received no later than 6 weeks prior to your scheduled graduation.

Changing student details after conferral date will incur a fee. Please contact the Graduations Office for further information.

For office use only:

Is Student Graduating within the next 6 weeks

YES

☐

NO

☐

Ceremony Date:

If so, email Graduations:

YES

☐

NO

☐

Documentary Evidence Provided?

YES

☐

NO

☐

Name:

Signed:

Date:

Other Documents Available (please add fees to total below)

Please indicate if you require other documentation:

(These fees are additional to the \$85 change of name fee.)

Academic Transcript

\$21 for first copy, \$4 for each copy thereafter

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Graduation Statement

\$26 for first copy, \$5 for each copy thereafter

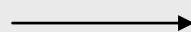
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Payment Details (if applicable)

☐ Cash

☐ Cheque/Money Order

☐ Credit Card



Amount Payable

\$ 85.00 (change of name after conferral)

- Cheques are made payable to Curtin University
- Cash to be paid in person only

- Fee to re-issue a Curtin Award \$106

In order to have your form processed, payment must be made. Once the Graduations Office have approved your application, you will be contacted via email to make payment for processing (Please ensure your email and current telephone number is included on this form.)

Daytime contact details: email or phone