

CHANGE OF PERSONAL DETAILS FORM



This form is to be used by students who wish to correct or change their name/title/date of birth/gender details.

Documents are available at: usc.edu.au/studentforms

If you experience any issues accessing our forms, please contact Student Central for further assistance

Note:

You can amend your preferred name on [USC Central](#), however this change will not be reflected on your official UniSC record. This form is to be used by students who wish to correct or change their name, title, DOB or gender.

The first name, last name and date of birth recorded for you at UniSC must exactly match those entered against your [USI account](#). This includes an exact match with the spelling and placement of any special characters.

How to apply:

1. Complete the form
2. Attach copy of supporting documentation (eg citizenship certificate, Visa on the passport).
3. Submit the form and documents to [Student Central](#) via email or in person

If you change your official name details with UniSC, please log into your [USI account](#) to update your details.

IMPORTANT: Changing your name and/or gender in the University's records is not the same as legally changing your name.

Before deciding to change your name and/or gender on your records, you are advised that the University is subject to government reporting obligations. If your name and/or gender are not changed with all government agencies with whom you have dealings, making a change at UniSC may have unexpected negative consequences.

For example:

Centrelink payments may be interrupted if UniSC records no longer match Centrelink records.

You must also update your change of details with the Australian Taxation Office, otherwise you will be ineligible to defer your student contribution (tuition fees) to the HELP Loan, if your details do not match.

When a student graduates, the university is obliged to issue qualifications (Testamurs) using their legal name, as these are issued under the University Seal as legal documents. Therefore, for a student's Testamur to be issued in a new name, it is necessary for the student to change their legal name prior to graduation and provide UniSC with documentary evidence to support this.

Your name and/or gender will appear in our database and on future academic documents; however, your prior name and/or gender will be maintained in our database so that we can search for and locate previous electronic and paper records.

Please note: Changing your preferred name will not automatically result in changes to ID cards, class lists, examination registration and email. UniSC is currently developing initiatives to ensure this is an automatic process in future.

We are aware there are many factors to consider when transitioning at work or in a study environment. This can include emotional support and the practical considerations mentioned above. To address these, anyone who is transitioning can enter a formal plan for transition.

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1.0 PERSONAL DETAILS (AS CURRENTLY RECORDED BY UniSC)

Student ID Number:	Family name:
Given name:	Other names:
UniSC Email:	@student.usc.edu.au
Tel:	Mob:

2.0 REASON FOR CHANGE

- Change of name (complete section 2.1, then proceed to section 3)
- Correction of name (your details are recorded incorrectly on your UniSC record) (complete section 2.2, then proceed to section 3)
- Correction of date of birth (your details are recorded incorrectly on your USC record) (complete section 2.3, then proceed to section 3)
- Change of gender / preferred name (complete section 2.4, then proceed with section 3)
- Transitioning student (complete section 2.5, then proceed to section 3)
- Change of ethnicity (complete section 2.6, then proceed to section 3)

2.1 CHANGE OF NAME

Please provide your new name/title below:

Title:	Family name:	Given name:	Other names:
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2.2 CORRECTION OF NAME

Please provide your new name/title below:

Title:	Family name:	Given name:	Other names:
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2.3 CORRECTION OF DATE OF BIRTH

Please provide your correct date of birth below in DD/MM/YYYY format (eg 29/12/1992)

D	D	M	M	Y	Y	Y	Y

2.4 CHANGE OF GENDER

If you have changed your gender or if your gender has been incorrectly recorded on UniSC records, indicate your correct gender:

- Male Female Other

2.5 TRANSITIONING STUDENT

If you have changed your gender or if your gender has been incorrectly recorded on UniSC records, indicate your correct gender:

- Male Female Other

Indicate your preferred first name: _____

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2.6 CHANGE OF ETHNICITY

Aboriginal Aboriginal and Torres Strait Islander Torres Strait Islander Neither Aboriginal nor Torres Strait Islander

3.0 IMPORTANT INFORMATION

UniSC only accepts official name changes. Aliases are not accepted. You must supply documentation to support your change of details:

- Where a name change involves a correction of spelling or format, you must provide a photocopy or scan of a valid Australian driver's licence, passport, marriage certificate or birth certificate. If you are changing your legal name, you are required to supply certified copies of your original documents such as a marriage certificate, change of name certificate, birth certificate, passport, driver's licence or statement from a Registered Medical Practitioner or a Registered Psychologist. **Please note:** Supporting original document needs to be sighted and certified by a Justice of the Peace, Commissioner of Declarations or UniSC staff member.
- Where your date of birth needs to be corrected you must provide a photocopy or scan of a valid passport, birth certificate or driver's licence.
- Where your gender has been recorded incorrectly you must provide a photocopy or scan of a valid passport, birth certificate or driver's licence.
- Where you have changed your gender, you must provide:
 - a) A statement from a Registered Medical Practitioner or a Registered Psychologist; OR
 - b) A valid Australian Government travel document, such as a valid passport which specifies preferred gender; OR
 - c) An amended State or Territory birth certificate, which specifies preferred gender; OR
 - d) A State or Territory Gender Recognition Certificate or recognised details certificate showing a State or Territory Registrar of Births, Deaths, and Marriages has accepted a change in sex.

4.0 STUDENT DECLARATION

I certify that the above information is correct and that all necessary documentation is attached. I understand that changing my name and/or gender in the University's records is not the same as legally changing my name and that the university is obliged to issue qualifications (testamurs) using my legal name, as these are issued under the University Seal as legal documents.

I also confirm that I will update my USI via the USI register and I have updated my details with the Australian Taxation Office.

Applicant signature:

Date (please use DD / MM / YYYY format):

5.0 PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the [University's Information Management Framework – Governing Policy](#) at usc.edu.au/privacy.

LODGEMENT AND ENQUIRIES

In person: Student Central, located on any UniSC campus

Email: studentcentral@usc.edu.au

Tel: +61 7 5430 2890

STUDENT SERVICES AND ENGAGEMENT OFFICE USE ONLY (TICK IF YES)

- | | | |
|--|-------|-------|
| <input type="checkbox"/> Update on Peoplesoft | Name: | Date: |
| <input type="checkbox"/> Advised Student Central of change of name for ID card issue | Name: | Date: |
| Change of preferred name - referral to Student Wellbeing | Name: | Date: |

DATE STAMP

Date received at Student Central