

# Change of Personal Details Form

Curtin Student ID

## Current Name and Date of Birth

Title  Date of birth  /  /

Family name

Given names

## 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 for all changes to names and dates of birth. Acceptable documents are as follows:

- |                        |                               |
|------------------------|-------------------------------|
| <b>For Name Change</b> | <b>For Dates of Birth</b>     |
| -Citizenship Papers    | -Birth Certificate            |
| -Marriage Certificate  | -Extract of Birth Certificate |
| -Registered Deed Poll  | -Passport                     |
| -Divorce Decree        |                               |
| -Passport              |                               |

Documents must be certified copies of the original and may be certified by a Justice of the Peace, a Commissioner or Declarations or a member of University Staff. A certified translation must be provided for any documents not written in English.

## Declaration

I have read and understood the guidelines on 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

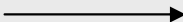
**Documents must be received no later than 6 weeks prior to your scheduled graduation.**

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

## Payment Details (if applicable)

Cash

Cheque/Money Order

Credit Card 

### Amount Payable

\$ 75.00 (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 \$100

Visa  MasterCard  Amex

Name of cardholder  Expiry Date  /

Card Number

CVC#  4-digit security code

(3 digits located on the back of your card) (Required for AMEX only- located above the card#)

Authorisation for use of credit card (if cardholder is not the person named in Personal details section)

I hereby authorise

To use my credit card for payments to Curtin University of Technology.

Signature  Date

## 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: