

Student Administration - Operations

Change of Name

Enrolments and Student Finance Unit
Locked Bag 1797, Penrith South DC NSW 1797



All forms submitted for requesting a change of name or date of birth must be submitted with appropriate and certified copies of supporting documentation attached. Please refer to the back of this form for acceptable documentation.
Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X).

1 - PERSONAL DETAILS

UWS Student ID number Daytime contact number +

Title **Current** family name

Given name(s)

2 - CHANGE OF NAME - NEW DETAILS

Title **New** family name

New given name(s)

New preferred name

3 - CHANGE OF DATE OF BIRTH

Currently registered date of birth Correct date of birth

Date of birth / /

Date of birth / /

4 - DECLARATION AND SIGNATURE

I declare that the information provided on this form is true and accurate at the time of provision. I acknowledge that it is my responsibility under the terms and conditions of my enrolment to ensure that my personal details held in the student record system are accurate during my period of enrolment.

Applicant's signature **SIGN HERE**

Date / /

5 - LODGING THIS FORM

If lodging this form in person, please bring the original documentation for sighting by a Student Centre Officer. If posting this form, please attach correctly certified copies of supporting documentation (see overleaf for details) and post to:

Student Centre
University of Western Sydney
Locked Bag 1797
Penrith South DC 1797

OFFICE USE ONLY

Type of supporting documentation sighted Original Copy

Driver's licence (must be current) Deed Poll

Passport (must be current) Divorce Decree

Birth certificate Change of name certificate

Certificate of Marriage

Student
Centre date
stamp and
staff initials

Licence/Passport or Certificate number:

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal), an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

Important information for students wishing to change their name

Documentation accepted for change of name

The following documents will be accepted as evidence of a change of name:

- Birth Certificate (Commemorative Certificates are not acceptable).
- Marriage Certificate (Commemorative Certificates are not acceptable).
- Deed Poll.
- Change of Name Certificate issued by the Registry of Births, Deaths and Marriages.
- A Divorce Decree.
- A Birth Certificate showing the name at birth and the new name (Commemorative Certificates are not acceptable).
- A current Passport.
- A current Driver's Licence - this will only be accepted for change of date of birth.

Certification of Documentation

The person who certifies your document/s must be contactable by telephone during normal working hours. This person may be:

- An authorised officer at:
 - any Student Centre of the University of Western Sydney
 - any other university or TAFE College
 - the official records department of the institution that originally issued the documents
 - an Australian overseas diplomatic mission and Australian Educational Centres
 - the Universities Admissions Centre
- A Justice of the Peace with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You cannot certify your own documents, even if you belong to one of the categories listed above.

How should the authorised officer certify each document?

The Certifying Officer must print 'I certify this to be a true copy of the document shown and reported to me as the original.' on the document, as well as their name, address, contact telephone number, profession or occupation or organisation, the date and then sign the document.

The Certifying Officer should also include the official stamp or seal of the certifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered.

Copies certified by a Justice of the Peace without a registration number will NOT be accepted. To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at www.lawlink.nsw.gov.au.