Change of Name, Title or Date of Birth

This form should only be used if you are unable to change your details on ISIS.

(please read the notes on page 2)

1. Personal Details
   Daytime Phone: ___________________________ University ID: __________

2. Name Change Request
   Current Name Details: (The way your name currently appears on the system)
   New/Changed Name: (What you want your name changed to)
   
   Family Name: ___________________________
   First Name/s: ___________________________
   Middle Name/s: ___________________________

   NOTE: Evidence of name change, such as a marriage certificate, drivers license, birth certificate, passport or statutory declaration, must be provided to support all changes of name, except correction of minor errors.

3. Date of Birth OR Title Change Request (please leave blank if you do not require a change):
   Corrected Date of Birth: __D__ __M__ __Y__
   New Title: ___________________________

4. Are you graduating this semester? Yes [ ] No [ ]

5. Reason for Change Request:

6. Student Declaration:
   I certify that the information supplied by me on this form is complete and true. I have read the information on the back of this form and understand that the information held by the University will be used by the University in accordance with the Statement to Students on Confidentiality of Personal Information.

   Student’s Signature: ___________________________ Date: __D__ __M__ __Y__

OFFICE USE ONLY

Appropriate evidence provided if required: [ ] ( √ Tick)

Name (print): ___________________________
Signature: ___________________________
Date: __D__ __M__ __Y__
Change of Name, Title or Contact Details

Please read these Notes before completing the form.

NOTE: Students have access to update all address, phone and email contact details themselves via ISIS. This form may only be used to update names, titles and dates of birth.

http://isis.anu.edu.au

PHONE NUMBERS: All students should have either an active mobile phone number or an ACT home phone number listed on ISIS. If Student Administration Services staff are unable to contact a student via phone then an email will be sent to the students ANU email account.

ANU EMAIL: Students must check their student email account regularly. Official and important University information is sent to student email accounts only.

INTERNATIONAL STUDENTS: If you are an international student, it is your responsibility to notify the Department of Immigration and Citizenship (DIAC) two working days in advance of your change of address. Failure to do so may have serious consequences.

International students must also supply a Home and Mailing address. The Home address is your address where you are living in Canberra, not a PO Box. Your Mailing address is your international address in your home country.

Helpful ANU websites for students:

ANU Student Administration Services - http://www.anu.edu.au/sas

Studyat ANU (the most up-to-date version of the ANU Handbook) - http://studyat.anu.edu.au/


For further details on enrolment requirements, refer to the Quick Reference 2013 Key Dates Guide. Copies of the Quick Reference 2013 Key Dates Guide are available at Student Administration Services and College Offices. The complete version of the 2013 Key Dates Guide is available online at http://students.anu.edu.au/manage/dates.php.