



Enrolments – Student Administration Services
 Pauline Griffin Building (11)
 Canberra ACT 0200 Australia
 CRICOS Provider Number: 00120C

SAS 10 12/03/08
 Email: enrolments@anu.edu.au
 Phone: +61 2 6125 3339
 Fax: +61 2 6125 8830
 Web: www.anu.edu.au/sas

Change of Name, Title or Contact Details

*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

Family Name: University ID:

Given Names: Daytime Phone:

Former Name:
(if requesting name change)

2. Change Request:

(Please only complete any details below that you wish to be updated)

- Name/Title**

Reason for Change

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

New Family Name: Marriage Reversion to Former Name

New Given Name: Common Usage Correction to ANU Records

New Title: Deed Poll Other (please specify below)

- Date of Birth** (Correction to ANU Records)

New Date of Birth:

NOTE: Any changes requested below will only be changed if you do not have access to ISIS.

- Phone**

New Home Phone: New Work Phone:

New Evening Phone: New Mobile Phone:

- Address**

Type of address

New Address:

State Postcode

Country if Outside Australia

Mailing Billing

Home Emergency

Other (please specify below)

- Email**

New Personal: New Work:

3. 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:

OFFICE USE ONLY

Appropriate evidence provided if required: (✓ Tick)

ENROLMENTS — STUDENT ADMINISTRATION SERVICES

Name (print):

Signature:

Date:



Enrolments – Student Administration Services

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SAS 10 30/04/07

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+61 2 6125 0751

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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 if you are unable to do so yourself on ISIS due to restrictions.



ISIS

<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 Multicultural Affairs (DIMA) 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 2008 ANU (the **most up-to-date version** of the **ANU Handbook**)- <http://studyat.anu.edu.au/>

ANU Events - <http://billboard.anu.edu.au/events.asp>

ANU Classifieds - <http://billboard.anu.edu.au/classifieds.asp>

ANU Colleges - <http://www.anu.edu.au/admin/ANUColleges/index.php>

For information on enrolment requirements, refer to the *Student Enrolment and Administrative Procedures Guide*. Reference copies of the SEAP GUIDE are available at Student Administration Services, all College/Faculty/School/Centre offices and on the website www.anu.edu.au/sas/SEAP_guide.