



THE AUSTRALIAN NATIONAL UNIVERSITY

Enrolments Office,

Division of Registrar and Student Services, ANU

Pauline Griffin Building (11)

Canberra ACT 0200 Australia

Email: enrolments.enq@anu.edu.au

Phone: + 61-2-6125-3339

Fax: +61-2-6125-0751

Application to Change Name, Title or Contact Details Business Process

Application to Change Name, Title or Contact Details Business Process

Enrolments – August 2007

Description: Students who change their name or title will normally apply to have their details formally changed on our systems so that official documents display their name correctly. Contact details such as addresses and phone numbers can also be updated via this process.

How: To apply to change their details a student must complete and submit a Change of Name, Title or Contact Details form. Change of Name, Title or Contact Details forms are available from Student Administration or online at:

http://www.anu.edu.au/sas/forms/sas10_Change_of_Name_Title_or_Contact_Details.pdf.

When: Students can apply to have their details changed at any time. Current students should be encouraged to change their contact details via ISIS rather than submitting a form. Name and title cannot be updated via ISIS.

Where: Change of Name, Title or Contact Details forms are to be lodged with Enrolments

Process

1. Form is submitted to Enrolments
2. Enrolments confirms that appropriate evidence has been provided by the student (name and title only)
3. Enrolments amends the student's record on Student 21 to reflect the changes
4. Paperwork is sent to Student Records
5. Student Records staff amend file details (name and title only) if a file exists
6. Paperwork is filed with Student Records

Application to Change Name, Title or Contact Details Business Process