

Name Change Advice



Australian citizens wishing to change their name with the University are required to provide acceptable documentation (one from each of the two categories from the list shown on reverse)

International students please note: the university will record your name as is shown on your passport / visa. The only changes that will be made are to correct data entry errors.

Original documents are to be presented for sighting at any Student Hub. Alternatively documents certified by an authorised officer (e.g. Justice of the Peace, Postal Manager etc) should be returned to the postal address below.

Only certified copies will be accepted and they must be hand delivered or sent via mail.

Personal Details - *Name currently on University Records*

Student No:Date of Birth:.....

Family Name:Other Name(s):

Program:E-mail Address:.....

Address:

Change of Name - *Please print your change of name in the space provide below*

Ms, Miss, Mrs, Mr, Dr, etc	Family Name	Other Names
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Enrolment Information

Are you currently enrolled at the University? *(Circle one)* Yes No

Do you require your Student ID Card to be reissued *(Circle one)* Yes No

What year are you expecting to complete your program? _____

Please note processing will take four (4) week for change of student mail account name. You will be notified when the account has been changed.

Applicants Signature: Date:

Please return application form with documentation to:
Admissions & Enrolments, Student Services Building, The University of Newcastle
CALLAGHAN, NSW, 2308 AUSTRALIA
Phone: +61 2 4921 5000 Fax: +61 2 49854200 E-mail: name-changes@newcastle.edu.au

Verification Checklist - Acceptable Documentation

Please refer to the guidelines regarding what documentation you need to provide.

Group A

- Passport
- Citizenship Certificate
- Birth Certificate*
- Drivers License

Group B

- Marriage Certificate*
- A Divorce Decree
- A Deed Poll registered with the relevant authority
- A Change of Name Certificate issued by the Registrar of Births, Deaths and Marriages
- Current Photo Student ID Card
- Staff Photo ID Card
- Medicare Card
- Credit/Debit Card

* Commemorative Certificates are not acceptable

Office Use only

Please tick box when complete:

Documentary Evidence Sighted (and attached) Name changed Date:.....

New Student ID Card Issued: Date:..... UserAccounts changed and notified Date:.....

Documents filed: Date:

Once completed, this form and all attachments will remain in Records Management for a period of time.