

## Guidelines for Change of Name for Students

The following guidelines provide advice on the documentation required for a change of name, change of gender or change of date of birth to be processed.

### Changes to Primary Name

Type of Change	Comments	Part A Documentation Required	Part B Documentation Required
Married Name	Option of maiden name or married name	Birth certificate or passport	Marriage certificate or divorce decree
Name change by Deed Poll		Birth certificate, passport, or drivers licence,	Deed Poll registered with the relevant authority
Hyphenated first name		Passport, birth certificate, citizenship certificate or drivers licence	Any Part B
Spelling mistakes or change of spelling	i.e. Cathie to Cathy	Birth certificate or passport	Any Part B
Name change due to gender change		Passport or drivers licence	A Deed Poll registered with the relevant authority, a Change of Name certificate from the Registrar of Births, Deaths & Marriages, Medicare card, current photo student ID card, staff photo ID card
System error	Staff identified error	Birth certificate, passport or drivers licence	Any of Part B

### Preferred Name

Preferred name can only be used within Blackboard.

Acceptable reasons to change **Preferred Name** (no documents required):

- Anglicized e.g. Wong (Bruce) Lee
- Abbreviations e.g. Jonathon to Jon
- Order of existing names e.g. He Wong Lee to Lee Wong He

The following changes are not acceptable:

- Nicknames
- Slang or Titles
- Offensive language or drug references

### Change to Date of Birth

Changes to date of birth will be processed upon provision of a birth certificate or passport only.

**Please ensure that you complete either the Change of Primary Name or the Change of Preferred Name form and supply the required documentation.**