**PERSONAL DETAILS**

Student number

Date of birth (dd/mm/yyyy)

Family name

Given name

Program name

Program code

School

Contact telephone number

Academic career

- Prep
- Vocational Education
- Undergraduate
- Postgraduate
- Research

Important information

This form should be used if you need to amend your student record to reflect your gender identity or if you have formally changed your name. Please refer to page 2 of this form for instructions and information required to amend your record.

Corrections

If an error occurred during the recording of your name, date of birth or gender, you may ask us to amend our records by visiting RMIT Connect or by telephoning +61 3 9925 5000 during business hours.

If you are a vocational education student correcting your date of birth, this may have an impact on your eligibility for a government subsidised place. For more information please refer to [www.rmit.edu.au/programs/apply/tafe/eligibility](http://www.rmit.edu.au/programs/apply/tafe/eligibility).

If you wish to update/change your address, telephone number and/or emergency contact information held by RMIT University log in to myRMIT at [www.rmit.edu.au/myrmit](http://www.rmit.edu.au/myrmit) and select the Enrolment Online link. To notify the University of a change to your citizenship/residency status you must complete a [Notification of change to citizenship/residency status](http://www.rmit.edu.au/) form and provide the required documentary evidence to support your request.

Please complete the relevant section/s and sign the declaration.

Lodge the signed form at RMIT Connect or post to:

**RMIT Connect**

RMIT University

GPO Box 2476

Melbourne, Vic 3001

**Privacy**

Personal information received by RMIT University is managed in accordance with privacy legislation. More information is available on RMIT’s Privacy webpage at [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy).

**Section 1 – Gender identity**

Please complete all information relevant to your change of details.

- [ ] Male (M)
- [ ] Female (F)
- [ ] Other (X)

**Section 2 – Change of name request**

Please complete all information relevant to your change of details.

**Previous name**

- Title
- Family name
- First name
- Middle name
- Signature using previous name

**New name**

- Title
- Family name
- First name
- Middle name
- Signature using new name

Order of name on testamur (certificate):

**Section 3 – Student declaration**

I declare that the information I have provided is true and correct. I will notify RMIT University immediately of any further changes to my personal details.

I certify that the above changes should take effect from ____________________________

Student signature ____________________________ Date (dd/mm/yyyy) ____________________________

Office use only

RMIT Connect date stamp

Please complete using blue or black ink.
This page contains information about updating the following details held by RMIT University:

- gender identity
- name.

Gender identity
If you require an amendment to your student record to reflect your gender identity you may ask us to update our records by visiting RMIT Connect or by telephoning +61 3 9925 5000 during business hours.

Due to government reporting requirements, in some circumstances we may request supporting evidence to verify personal information held in your student record to ensure that it is consistent, and for you to continue to receive services and/or entitlements.


Name
If your name has been recorded incorrectly you may ask us to amend our records by visiting RMIT Connect or by telephoning +61 3 9925 5000 during business hours.

If you change your name legally, you must present a certified copy* of your identity document to support your request. Types of documentation accepted differ depending on the reasons for the change. Please consult the table below for the appropriate form of evidence for your particular circumstance:

<table>
<thead>
<tr>
<th>Reason for name change</th>
<th>Documents accepted</th>
</tr>
</thead>
</table>
| Marriage/Registered Relationship | • Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)  
• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent) |
| Separation/divorce           | • Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent)  
• Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)  
and  
• Birth certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent) |
| Name change                  | • Deed poll – if name changed before 1 November 1986  
• Change of Name Certificate issued by the Registry of Births, Deaths and Marriages – if name changed after 1 November 1986  
• Overseas equivalent of either of these two document types |

Name on your testamur
RMIT cannot issue your testamur in a name that is different from the name on your RMIT student record. RMIT policy states that the name on your testamur must appear exactly as it is on your RMIT student record. However, RMIT will allow you to change the order of your name/s.

Note: Your name on your testamur cannot contain all upper case letters, a title (e.g. Dr, Mr, Ms, etc.) or a comma.

* For further information about certified copies of documents, please refer to [www.rmit.edu.au/students/enrolment/certifiedcopy](http://www.rmit.edu.au/students/enrolment/certifiedcopy).

CRICOS provider code: 00122A