Section 1 – Change of name request

Please complete all information relevant to your change of details.

<table>
<thead>
<tr>
<th>Previous name</th>
<th>New name</th>
</tr>
</thead>
</table>
| Title 
Mr  Mrs  Miss  Ms  Mx             | Title 
Mr  Mrs  Miss  Ms  Mx          |
| Family name                        | Family name                   |
| First name                         | First name                    |
| Middle name                        | Middle name                   |
| Signature using previous name      | Signature using new name      |
| Order of name on testamur (certificate): |

Section 2 – Change of date of birth (evidence attached)

Correct date of birth (DD/MM/YYYY)  

Section 3 – Change of gender identity

Male (M)  Female (F)  Other (X)

Section 4 – Student declaration

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

I certify that the above changes should take effect from  

Student signature  

Date stamp  

Date of receipt at partner institute  

RMIT student number  

Full name  

Program name  

Program code  

Campus  

Contact telephone number  

Date of birth (DD/MM/YYYY)  

Important information

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

Corrections

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 and select the Enrolment Online link.

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 your partner institute.

Please complete the relevant section/s of the form, sign the student declaration section and lodge the form with your partner institute. For contact information go to the Offshore student information and resources webpage at www.rmit.edu.au/students/offshore.

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.
This page contains information about updating the following details held by RMIT University:

- name
- date of birth
- gender identity.

Name

If your name has been recorded incorrectly you may ask us to amend our records by visiting your partner institute.

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>
<tbody>
<tr>
<td>Marriage/registered relationship</td>
<td>• Overseas equivalent of a Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia</td>
</tr>
<tr>
<td></td>
<td>• Overseas equivalent of a Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia</td>
</tr>
<tr>
<td>Separation/divorce</td>
<td>• Overseas equivalent of a Marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia</td>
</tr>
<tr>
<td></td>
<td>• Overseas equivalent of a Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia and</td>
</tr>
<tr>
<td></td>
<td>• Overseas equivalent of a Birth certificate issued by a Registrar of Births, Deaths and Marriages in Australia</td>
</tr>
<tr>
<td>Name change</td>
<td>• Overseas equivalent of a Deed poll certificate</td>
</tr>
<tr>
<td></td>
<td>• Overseas equivalent of a Birth certificate or Change of name certificate issued by a Registrar of Births, Deaths and Marriages in Australia</td>
</tr>
</tbody>
</table>

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.

Date of birth

If your date of birth has been recorded incorrectly you may ask us to amend our records by submitting this form to your partner institute.

In order to make the changes to your date of birth, we must see a certified copy* of one of the following:

- your birth certificate from your home country
- your passport
- your national ID card.

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 your partner institute.


* For further information about certified copies of documents, please refer to www.rmit.edu.au/students/enrolment/certifiedcopy.

Speak to your partner institute if you are unable to provide certified copies as listed above.

If you have general queries you may also contact RMIT Connect on tel. +61 3 9925 5000 during Melbourne business hours.