

Amend your personal details

- Use **BLOCK LETTERS** and tick **S** boxes
- If you are studying in Australia and need to update your contact details, or your 'preferred name', this is done using your mysc.federation.edu.au account; do not complete this form. Instructions can be found here.

Form Submission				
• • • • • • • • • • • • • • • • • • • •	ortner students: dge completed form at your Partner Administration Office.			
Personal Details				
Federation Student ID Number:	Date of birth:			
Surname/Family name:	Campus/Location:			
Given names:	Phone number:			
Are you an international student studying in Yes	No			
Australia?				
Course Details				
Course Code: Course Title:				
Update to contact details in MySC				
Update my email address:				
Update my telephone number: Home:	Mobile:			
Update my permanent home address	semester address mailing address			
	Suburb/Town/City			
State Post Code	Country			
Effective from: The date lodged with Student HQ or	The following date:			
-				
Update to gender in MySC				
Update my gender :				
Male Female	Other			

Amend your personal details request form

Update to name in MySC – evidence required							
	I have attached certified documentary evidence to support the requested change. (eg Marriage certificate, Birth certificate, Passport or Change of name documentation.)						
		Name current in system:		Requested Chang	ge/s:		
	Given Name						
	Middle name/s						
	Family name						
	I confirm my name has	been updated via the USI	website				
	I confirm my name has been updated via the Australian Taxation Office (ATO)						
Student Declaration							
I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia. I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I authorise the University to amend my personal details effective from the date indicated above. Student signature: Date:							
Offic	e Use Only				E ₂ of		
Global	Professional School	: (where applicable)			Fed		
Name:	Name: PRISMS update (if applicable)		IS update (if applicable)				
Signatu	re:			Date:			
Federation University Student HQ							
Updated	pdated by: Evidence attached (where applicable)						
Processing (if applicable): When processed please forward form to the relevant home campus.							
Campus Solutions updated Copy sent to GPS Copy sent to Graduation office (if applicable) Student ID card replaced (if applicable)							