

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 Change/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:

Office Use Only

Global Professional School: (where applicable)

Fed

Name:

PRISMS update (if applicable) ☐

Signature:

Date:

Federation University Student HQ

Updated 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 (if applicable) ☐ Copy sent to Graduation office (if applicable) ☐ Student ID card replaced (if applicable)