CHARLES DARWIN UNIVERSITY

General
Amendment to Personal Details

GEN101 Last updated November 2013

Student Number

Surname

Given Names

☐ **Change of Name (see below*)**

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr

☐ Other

Surname

Given Names

Effective from

Date of Birth (DDMMYYYY)

☐ **Change of Postal Address**

Number & Street or PO Box

Suburb / Town

State Postcode

Country (if outside Australia)

Effective from

☐ **Change of Home Address** *(Must not be a PO Box). International students must retain their overseas address in this section*

Number & Street or P.O.Box

Suburb / Town

State Postcode

Country (if outside Australia)

Effective from

☐ **Change of Semester Address** *International students must provide a local street address if their post address is a PO Box.*

Number & Street or P.O.Box

Suburb / Town

State Postcode

Country (if outside Australia)

Effective from

☐ **Change of Home Phone** Effective from / /

☐ **Change of Mobile** Effective from / /

☐ **Change of Work Phone** Effective from / /

☐ **Change of Fax** Effective from / /

☐ **Change of Emergency Contact** Name

Phone 1 ( ) Phone 2 ( ) Effective from / /

Student Signature: _____ Date: _____ / _____ / _____

***CHANGE OF NAME**

Students making a Change of Name amendment must provide evidence showing their new name and/or their former name. Charles Darwin University requires proof of a student's former name for those who are divorced or separated and wish to revert to their former name. eg Marriage Certificate, Drivers Licence, Birth Certificate, Divorce Papers. If these documents are not personally presented at the Student Central, then original certified copies must be submitted with your form. The form and certified copies **cannot** be faxed or emailed. Please mail to the address at the bottom of this form.

OFFICE USE ONLY		
Date received:	Date processed:	
Processed by VET Team No:	Processed by:	TRIM No: STU2012/

Please return this form to Student Central, Charles Darwin University, Darwin, NT 0909. Fax (08) 8946 6642.
Email: student.central@cdu.edu.au

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