

Southern Cross Institute (SCI)

Change of Personal Details Form



I. Personal Details (As held by the Institute)

Student ID		Course and Major	
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			

II. Emergency Contact Details

Given Name(s)		Surname	
Relationship		Telephone Number	
Email Address			

Note:

- You must provide us with an emergency contact.
- If you have not been contactable for more than 5 days, we may contact your emergency contact.

Action Requested (Please select from the following as appropriate)

- Change of name (You have legally changed your name) ☐
- Change of address ☐
- Correction of name or date of birth (Your details are recorded incorrectly by SCI) ☐
- Correction of gender ☐
- Other changes ☐

III. Change of Name – Updated Details

Surname (New)		Title	
Given Name(s) (New)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	

Notes:

- SCI only accepts name change requests based on official name changes. Aliases are not accepted.
- Where a name change involves a minor correction of spelling, or the addition or deletion of a given name (first name or middle name), you must provide as a minimum: a valid Photo Card or Proof of Age Card which contains your Photograph, current Passport, Change of Name Certificate, or Birth Certificate.
- For changes to your family name, you must provide as a minimum: a Marriage Certificate, Change of Name Certificate, or Birth Certificate.

- If gender is shown incorrectly on your record please provide: a Birth Certificate, valid Passport, Declaration of Sex Affirmation Procedure or a letter from a General Practitioner / Psychologist stating your current gender.
- You must present original documentation to the Student Support Officer or return this form via email including photocopies of your documents that have been certified by a Justice of Peace. Faxes are not accepted.

IV. Change of Contact Details – New Details

Old Address			
State		Postcode	
New Address			
State		Postcode	

Changing – Temporary Address ☐ Permanent Address ☐ (please attach proof of new address)

V. Other Changes

Please specify the requested change and attach supporting documents

VI. Declaration

I declare that the information provided by me on this form is true.

Student Signature		Date	
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