



CHANGE OF PERSONAL DETAILS

1. CURRENT PERSONAL DETAILS

Griffith Identification Number <input type="text"/>	Legal Family Name:	Mobile phone number: Home phone number:
	Legal First Name:	
	Middle Name(s):	

2. CHANGE OF TITLE¹

If you have had a change in your title or wish to correct your title, please provide your **new** title below or via [AskUs - Submit a question](#). Documentary evidence is *not* required for a change in title.

New Title:
3. CHANGE OR CORRECTION OF LEGAL NAME/DATE OF BIRTH²

Type of alteration: New Name [*] Correction to Name² Date of Birth Correction [*]

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this documentation required for a current Admissions application? Yes No

New Name or Correction of Legal Name [*]

Example: Legal Family Name: Smith Legal First Name: John Middle Name(s): Michael

Legal Family Name:	Legal First Name:	Middle Name(s):
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[*] Documentary evidence is required – Current and previous students are permitted to provide scanned copies of the certified documentary evidence such as a marriage certificate, deed poll, Australian Driver's licence, passport, birth certificate or other official documentary evidence that confirms your identity. Please note you may be required at a future date to provide the original documentation if requested.

Note: To change your preferred first name, update your preferred first name in myGriffith. Please visit [AskUs](#) for further information.

OFFICE USE ONLY - Documentary evidence

Signature of sighting officer: _____ / _____ / _____

4. CHANGE OF GENDER¹

If you have changed your gender or if your gender has been incorrectly recorded on Griffith University records, please indicate below or via [AskUs – Submit a question](#). Documentary evidence is *not* required for a change in gender.

Correct Gender: Female Male X (Includes Indeterminate/Intersex/Unspecified)

Please note that your gender is not included on any academic records.

5. STUDENT DECLARATION

- I declare that the above information is correct, and that all necessary documentation is attached.
- I declare my legal name and date of birth match exactly between Griffith University and the USI Registry³.
- I declare my legal name and date of birth match exactly between Griffith University and the ATO if you have provided a TFN to the University⁴.

Signature: _____ / _____ / _____

OFFICE USE ONLY
DATE STAMP
Name change recorded in PeopleSoft:


Date: / / Initials:

If part of an Admission application, relevant area advised:

Date: / / Initials:

Date received at Student Connect Location:


²Change or Correction of Legal Name / Date of Birth – Documentary evidence is REQUIRED.

 Current and previous students are permitted to provide scanned copies of the certified documentary evidence such as a marriage certificate, deed poll, Australian Driver’s licence, passport, birth certificate or other official documentary evidence that confirms your identity. Please note you may be required at a future date to provide the original documentation if requested.


A name correction DOES NOT require documentary evidence. Examples of a name correction are shown below:

CHANGE EXAMPLE	CURRENT FIRST	CURRENT MIDDLE	CORRECTION FIRST	CORRECTION MIDDLE
Change to full name	Sam		Samantha	
Separate first and middle names	John Michael		John	Michael
Join first and middle names	Rose	Jane	Rose Jane	
Add/remove hyphen	Mary Jane		Mary-Jane	
Add/remove space	YuJie		Yu Jie	


¹Change of Title or Gender – Documentary evidence is NOT REQUIRED.

 You may request a change of gender if your changed gender is legally recognised and you are now living as your reassigned gender or if you identify with Gender X which includes Indeterminate/Intersex and Unspecified gender. Current and previous students are permitted to change their title. Documentary evidence is not required.

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³USI - Unique Student Identifier

 A USI is a reference number made up of ten numbers and letters that is free and easy to create, and stays with you for life. If you need to update your details with the USI Registry, this can be done via <https://www.usi.gov.au/students/update-your-details>.

IMPORANT: Update your details with the USI Registry *prior* to submitting this form to ensure your USI remains verified. A USI *must* remain verified to graduate and receive your award, and to be eligible for a Commonwealth supported place and Commonwealth financial assistance (HECS-HELP, FEE-HELP, SA-HELP or OS-HELP).

⁴TFN - Tax File Number

 A tax file number (TFN) is a unique identifier issued by the Australian Taxation Office (ATO). If you need to update your details with the ATO, this can be done via <https://my.gov.au/>.

IMPORANT: Update your details with the ATO *prior* to submitting this form to ensure your TFN remains verified. A TFN *must* remain verified to be eligible for Commonwealth financial assistance (HECS-HELP, FEE-HELP, SA-HELP or OS-HELP).

Enquiries about changing your personal details

To enquire about changing your personal details, please contact Student Connect - <https://www.griffith.edu.au/student-connect> on 1800 154 055 (Toll free) or +61 7 5552 8811.

Lodging instruction

Application form and any documentary evidence can be lodged via [AskUs - Submit a question](#) or visit [Student Connect](#).

Outcome of Application

The change to your personal details will be reflected in myGriffith. Please note when your family name is updated in myGriffith, your Griffith University email address will also change, and your former email address will be kept as an alias.

PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

For further information consult the University’s [Privacy plan \(griffith.edu.au\)](https://www.griffith.edu.au/privacy-plan) at <https://www.griffith.edu.au/about-griffith/corporate-governance/plans-publications/griffith-university-privacy-plan> or Telephone (+61 7) 555 28811 or 1800 154 055 (Toll free)