

# Student personal details amendment form



This form is to be completed to change the personal details of students.

**Please submit the completed form and any required proof of change documents to**

[enrolmentandadmission@gotafe.vic.edu.au](mailto:enrolmentandadmission@gotafe.vic.edu.au)

Once processed this form is to be filed with enrolment documents.

A copy is also to be forwarded to Apprentice Administration: [apprenticeadmin@gotafe.vic.edu.au](mailto:apprenticeadmin@gotafe.vic.edu.au) if changes relate to an apprentice or trainee for additional alteration to EPSILON registration.

## Current Details on Student Management System

**Student ID**

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**Date of birth**

		/			/				
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**Legal names**

**Given name(s)**

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**Surname**

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Is the student an Australian apprentice or trainee?

☐

Yes

☐

No

## Amendments

Complete relevant sections for any amendments to the student's details. If details have not changed, leave them blank.

### A. Change of name

#### 1. Legal name change (will require proof of change documents\*)

*These will become the names displayed on your legal qualification certificates and statements.*

**New Legal First Name**

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**New Legal Middle Name/s**

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**New Legal Surname**

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#### \*Proof required for Legal Changes - supplied and sighted

Marriage certificate / licence

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Driver's licence

☐

Deed Poll certificate

☐

Birth certificate

☐

Statutory Declaration

☐

#### 2. Preferred name change (how you prefer to be named, e.g. Anthony prefers Tony)

**Preferred Name**

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#### 3. Non-legal name change (Alias) (your alternative first and surnames)

*These will become the names displayed to your student peers but will not be on legal qualification certificates and statements.*

**New Non-legal First Name**

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**New Non-legal Surname**

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## B. Gender / pronouns

☐ Man

☐ Woman

☐ Self- Described

☐ Prefer not to say

☐ He/Him/His

☐ She/Her/Hers

☐ They/Them/Theirs

☐ Self- Described

☐ Prefer not to say

## C. Change of personal contact details

Postal address

Town

Home phone no

Mobile no

Work phone no

Email

## D. Change of emergency contact details

Contact name

Relationship

Address

Town

Home phone no

Mobile no

Work phone no

Email

Student's signature

Date

### PRIVACY COLLECTION NOTICE

Goulburn Ovens Institute of Technical and Further Education (GOTAFE) (ABN 33 549 081 413) is collecting your personal information for the purpose set out above. If you don't provide your personal information, we may not be able to process this request. We use, disclose and handle your personal information in accordance with our Privacy Policy, and will only collect personal information that is relevant to, and necessary for, this request. We will not disclose your personal information to a third party for any reason other than for the primary purpose that it was collected, unless for a lawful secondary purpose. GOTAFE's Privacy Officer may be contacted for any enquiries or advice on privacy matters or to seek access to and correct personal information. Contact details are contained in the Privacy Policy.

### OFFICE USE ONLY

Legal name change proof  
documents verified by  
(if required)

Date

SMS changes entered by

Date