

University of Southern Queensland Graduations Office

Change of Name & Personal Details

- ☐ ***Graduating in this semester**
 *Submitting this form after Results Release in your final semester may incur reprinting costs for graduation documents
- ☐ **Graduating in a future semester – current student**
- ☐ **Former student / UniSQ graduate**

CURRENT ENROLLED (PRIMARY) NAME

Student Number:	Date of Birth:
Daytime Phone:	Personal Email:
Family Name:	
First & Second Names:	

CHANGES REQUESTED TO ENROLLED (PRIMARY) NAME

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> Mx <input type="checkbox"/> Other	Date of Birth:
Family Name:	
First & Second Names:	

THE ORDER IN WHICH YOUR NAME SHOULD APPEAR ON ANY OFFICIAL ACADEMIC TRANSCRIPT DURING YOUR PROGRAM, AND ON ALL (3) OFFICIAL UniSQ GRADUATION DOCUMENTS (Official Academic Transcript, Australian Higher Education Graduation Statement (AHEGS) and Testamur (Degree).

Enter Name:

If the above field is left blank, your graduation documents will bear your Enrolled (Primary) Name. You may like to change your name order in line with cultural naming conventions. If so, this name will appear as your Degree Name in your Student Centre once entered by Student Administration staff.

Important: Ensure you have updated your personal details recorded within your [Unique Student Identifier \(USI\)](#). It is important that any discrepancies are corrected as soon as possible as they impact on your access to [MyHELPbalance](#) and potentially cause delays in graduation processing.

REASON & SUPPORTING DOCUMENTATION FOR CHANGE OF ENROLLED (PRIMARY) NAME/TITLE/DATE OF BIRTH

<input type="checkbox"/>	I changed my name with the Registry of Births, Deaths and Marriages	P	Attach copies of documentation as evidence ie Marriage Certificate; Change of Name Certificate issued by a State or Territory Birth, Deaths & Marriages; Passport; Birth Certificate; Drivers Licence; National Identity Card
<input type="checkbox"/>	My full name is not reflected on UniSQ enrolment records	P	
<input type="checkbox"/>	I am reverting to a former name	P	
<input type="checkbox"/>	International students only: Additional names/symbols are to printed on my testamur eg s/o, d/o, @	D	

<input type="checkbox"/>	The order of my names , to be printed on my official graduation documents, is incorrect – see name order information on front page	D	In this case the names do not change – only the order. No documentation is required.
<input type="checkbox"/>	Other		

STUDENT DECLARATION:

I certify that the above information is correct and that all necessary documentary evidence is attached.

Signature of student/graduate:

Printed name:

Date:

Requests will not be processed unless the required documentation is submitted in the format requested.

Office Use Only:

Return this form and documents to:

Completions Office

University of Southern
Queensland West Street

Toowoomba QLD 4350

Email: Completions@unisq.edu.au

Phone: 1800 007 252

UniSQ is collecting the personal information on this Form for university purposes to update your student record. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a UniSQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009* (Qld) which also places obligations on UniSQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the UniSQ Privacy Officer rti-privacy@unisq.edu.au.