



If you are an offshore student, please refer to this link:

<http://i.unisa.edu.au/campus-central/Student-Forms/offshore-student-forms/>

This form is to be used to change personal details where documentary evidence is required to support name changes, citizenship changes and gender or where a computer cannot be accessed by the student to change addresses.

Please refer to page 2 for lodgement details and a list of acceptable documentary evidence required.

Part A: Personal Details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):							
Family name:								
Date of birth:	Contact No:							

Program Details:

Program code:	Program title:
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Part B: Change of Name (documentary evidence must be provided)

From which date will this change occur?		
Mr/Miss/Ms/Mrs:	First name(s):	
Family name:		
Degree name only:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree name will appear on your transcripts and parchment
Update Preferred name:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Preferred Name is recorded, it will be used for Chancellor's Letters of Commendation, University Merit Awards, and all other informal correspondence.

Part C: Change of Citizenship (documentary evidence must be provided)

From which date will this change occur?					
Australian Citizen <input type="checkbox"/>	Permanent Humanitarian visa <input type="checkbox"/>	New Zealand Citizen <input type="checkbox"/>	Permanent Resident <input type="checkbox"/>	Residing Overseas <input type="checkbox"/>	Temporary Entry <input type="checkbox"/>
If you are selecting one of the above options, you must also submit the relevant Commonwealth Assistance Form .					

Part C: Change of gender (documentary evidence must be provided)

What change(s) are you making?		
Female <input type="checkbox"/>	Male <input type="checkbox"/>	X (Intersex/Indeterminate/Unspecified) <input type="checkbox"/>

Part D: Change of Address details

From which date will this change occur?					
Address type:	Home <input type="checkbox"/>	Mailing <input type="checkbox"/>	Term <input type="checkbox"/>	Billing <input type="checkbox"/>	Business <input type="checkbox"/>
Address line 1:					
Address line 2:					
Address line 3:					
City / Suburb:			State / Province:		
Country:			Postcode / Zip:		

Student Declaration

I understand that by submitting supporting documentation, UniSA may contact the issuer of the document to confirm its authenticity.

I will retain an original copy of all supporting documentation and will be able to provide this if requested.

Student Signature:

Date:

LODGING YOUR APPLICATION

Original or certified copies of documentary evidence to support your change of name citizenship or gender must be provided. To understand UniSA's requirements for uploaded documents please click [here](#).

This should include one of the following:

Change your name please attach a copy of one of the following:

- Birth certificate
- Change of name certificate
- Driver's license/ proof of age card
- Government issued marriage certificate
- Divorce papers (decree nisi or absolute)
- Valid Government travel document, such as a valid passport

Change your citizenship, please attach a copy of one of the following:

- Valid Government travel document, such as a valid passport
- Citizenship certificate

Change your gender, please attach a copy of one of the following:

- Statement from a Registered Medical Practitioner or a Registered Psychologist which specifies your gender*
- Valid Government travel document, such as a valid passport, which specifies your gender
- Birth certificate, which specifies your gender
- Document from a state or territory Registrar of Births, Deaths and Marriages recognising a change of sex and/or gender.

*UniSA adheres to the [Australian Government Guidelines on the Recognition of Sex and Gender](#). Please refer to Appendix A to see an example of a statement from a Registered Medical Practitioner or a Registered Psychologist.

In person

City East
Campus Central
Level 3
Playford Building

City West
Campus Central
Level 2
Jeffrey Smart Building

Magill
Campus Central
Level 1
B Block

Mawson Lakes
Campus Central
Ground Floor
C Building

Mount Gambier
Learning Centre
Wireless Road West
Mount Gambier SA
5290

Whyalla
Campus Central
Ground Floor
Main Building
111 Nicolson Ave
Whyalla Norrie SA
5608

By email

ask@campuscentral.unisa.edu.au

OFFICE USE ONLY

Campus Central

Names updated

Address updated

Citizenship updated (CAF form processed)

Notified student

Date received:

Date processed:

Received by:

Processed by: