

### WHY ARE YOU FILLING OUT THIS FORM? (tick all that apply)

**I want to:**

- Update my preferred name
- Update my gender identifier
- Change the format (eg uppercase or lowercase letters) of my name

**Note:** No supporting documentation is required for the above changes.

- Correct details recorded on my student record (including adding a name not previously recorded)  
*(please provide a copy of passport, birth certificate, marriage certificate or Births Deaths and Marriages Victoria (BDMV) change of name certificate)*

- Change my legal name  
*(please provide:*

- A copy of passport or another photo ID in the individual's original name, and
- Copy of marriage certificate (incl. both front and back pages) or other formal record of name change (such as Legal Deed), and
- Copy of photo ID in the new name of the individual)

**Note:** Supporting documentation is required for the above changes.

For more information on changing your official name:



**CHANGES TO NAME AND  
PERSONAL DETAILS FAQ PAGE**

### HOW TO SUBMIT THIS FORM

**Online:**

1. Fill in all relevant fields
2. Print it out and sign the declaration *(Part E)*
3. **Submit this form along with your supporting documents online via [ask.unimelb enquiry](https://ask.unimelb.edu.au).**

### PART A: CURRENT DETAILS *(all students)*

Student Number:

First name:

Other given names:

Last name:

Name format/order:

### PART B: NO DOCUMENTATION REQUIRED

**New title *(optional)***

- Mr  Ms  Miss  Mrs  Dr  Mx
- No title preferred  Other *(please specify):* \_\_\_\_\_

**New gender identifier**

- Male  Female
- Transgender / Intersex / Other

**New preferred name or name format/order change**

Preferred first name:

**OR**

Name format/order:

### PART C: DOCUMENTATION REQUIRED

**Note:** Details must match documentation.

**New legal name**

First name:

Other given names:

Last name:

Name format/order:

Date of birth:   /   /

### PART D: UNIVERSITY EMAIL ACCOUNT *(optional)*

You may request that your University email account be amended to reflect your new name. This will take up to two (2) weeks to be updated and you will be notified when completed.

- Yes, please change my University email account to reflect the change of name.

### PART E: DECLARATION

- I hereby declare that I have submitted the required documents
- I authorise University of Melbourne staff to update my details

Signature: \_\_\_\_\_

Date:   /   /