Variation of Personal Details form

General information

Current and past students may request a variation to their personal details (ie. name, date of birth and/or gender), due to error or change. You will need to complete the following form and attach appropriate supporting documentation for your application to be processed.

Supporting Documentation

You must provide supporting documentation to substantiate the basis on which the variation is requested.

Acceptable forms of proof for change of name include certified copies of:
- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Passport
- Change of Name Decree
- Statutory Declaration (transgender students only)

Acceptable forms of proof for correction of name and date of birth include certified copies of:
- Birth Certificate
- Passport

Acceptable forms of proof for variation of gender include:
- Statutory Declaration or equivalent

You must present the original documents at Monash Connect, or provide certified copies of the original.

IMPORTANT: Implications of Change of Name or Gender

Changing your name and/or gender in the University's records is not the same as legally changing your name. Before deciding to make this change, you are advised that the University is subject to significant government reporting obligations. If your name and/or gender are not changed with all government agencies with whom you have dealings, making a change at the University may have unexpected negative consequences. For example Centrelink payments of student support may be interrupted if University records no longer match your records with Centrelink. Carefully consider the potential negative consequences if this change is not made with all government agencies with whom you have dealings.

Your new name and/or gender will appear in our database and on future academic documents; however the prior name and/or gender will be maintained in our database for search ability and in other records such as previous existing electronic and paper records.

Submitting your application

All Australian campuses

Applications should be submitted to Monash Connect.

Privacy statement

The information on this form is collected for the primary purpose of amending personal details in Monash University records. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all relevant questions on this form, it may not be possible for Monash Connect to process your application. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer in writing at: privacyofficer@monash.edu. Be aware the University is subject to significant government reporting obligations.

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID number

Monash Connect Stamp
# Variation of Personal Details form

## Section A  Student ID Number
Student ID number

## Section B  Details as Currently Displayed on Record
- **Family name**: 
- **Given name**: 
- **Date of Birth**: / / 
- **Gender**: 

## Section B  Change of Name Request – New Name Details
- **Title**: 
- **Family name**: 
- **Given name/s**: 
- **Signature using Previous Name**: 
- **Signature using Current Name**: 

## Section C  Correction of Birth Date Request  *(for entry error only)*
- **Correct Birth Date**: / / 

## Section D  Variation of Gender Request
- **Updated Gender**: 

## Section E  Applicant’s declaration
I acknowledge that I have read both pages of this application form and understand the requirements and implications of requesting a variation to my personal details. I declare that the information supplied on this form and the information given in support of my application is correct and complete.

Signed __ Date __ / / 

## For Office Use Only
- **Supporting Documentation Provided**: 
- **Date Received (Stamp)**: / / 
- **Date Processed**: 
- **Initials**: 
  - Callista: 
  - Trim: 
  - ID Card: 

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**Callista Trim ID Card**