

Change Your Personal (Alumni and Past Students)

Alumni and past students of Monash University can use this form to request a change or correction to their name, date of birth or title, nominate pronouns, affirm their gender and/or request a preferred first name(s).

Current students need to use the [Change Your Personal Details form](#).

What you need to know

Changing your name or affirming your gender in our records isn't the same as legally changing your name or affirming your gender. The University is subject to government reporting obligations, so if the details in our system don't match government records, you could encounter some problems. We recommend you update your details with all government agencies as soon as possible.

Supporting documents

You need to submit supporting documents with your request (in person at Monash Connect or [submit an online enquiry](#)).

Changing your name

If you've changed your legal name, submit a certified copy of a:

- birth certificate
- marriage certificate
- divorce decree
- passport, or
- change of name decree.

If you can't change your name legally, you're still in the process of changing it, or you'd like to use a different name, you can request a preferred first name(s) without supplying supporting documents.

Correcting your date of birth

Submit a copy of your:

- birth certificate
- passport, or
- government issued ID (e.g. driver's licence)

How to submit the form

Complete and attach this form to an [online enquiry](#), along with your supporting documents.

Once you've submitted the form, we'll update your personal details in Monash University systems and send you an email once the updates are complete – this should take up to five working days.

Change Your Personal Details (Alumni and Past Students)

Student ID number

First name

Family name
(at the time of
enrolment)

Changing your name

Title

First name

Middle name(s)

Family name

Preferred first name(s)

Pronouns

Correcting your date of birth

Date of birth

dd/mm/yyyy

Affirming your gender

Affirmed gender

Declaration and privacy

Privacy statement

The information in this form is collected for the purpose of amending your personal information in Monash University records.

Monash University values the privacy of every individual's personal information and is committed to the protection of that information from unauthorised use and disclosure except where permitted by law. For information about the handling of your personal information, alumni should refer to the [Alumni, Friends and Supporters Data Protection and Privacy Collection Statement](#), while past students should refer to the [Student Data Protection and Privacy Collection Statement](#). For more information about Data Protection and Privacy at Monash University, see our [Data Protection and Privacy Procedure](#). If you have any questions about how Monash University is collecting and handling your personal information, contact our Data Protection and Privacy Office at dataprotectionofficer@monash.edu.

Declaration statement

By submitting this form:

- I acknowledge that I've read both pages of this form and understand the requirements and implications of requesting a change to my personal information.
- I declare that the information I provided in this form and the information given in support of my request is correct and complete.