



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.

Lodgement of applications

All Australian Campuses

Applications should be submitted to Monash Connect. Monash Connect locations can be found at: <http://www.monash.edu.au/connect/locations.html>

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	<input type="text"/>
Monash Connect Stamp	



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 <i>(for entry error only)</i>	
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 _____	_____