



# Change to Personal Information for Students form

This form is for AIHE students wishing to request changes to their personal information. It is important that AIHE holds current and correct personal and contact details for its students.

Your official AIHE records are created using the name and contact details provided in your Letter of Offer. Please complete this form and attach the required documents specified for the information you seek to change or update. Providing the correct supporting documents, including legal documentation and valid form(s) of identification, will speed up your request.

## 1. CURRENT PERSONAL DETAILS

<b>Family name</b>		<b>First name</b>	
<b>Student ID</b>		<b>Date of Birth</b>	
<b>AIHE email address</b>		<b>Contact number</b>	

## 2. PURPOSE OF REQUEST (check all that apply)

- Legal change of Name
- Update of residential/ postal address
- Update of emergency contact details
- Correction of Name (applies to reversal or clerical error)
- Correction/ Update of ID number
- Correction of Date of Birth
- Update of Courtesy Title / Prefix and/or Suffix
- Update of Gender
- Update of residential status (Permanent residency/Citizenship)
- Other (please explain in Notes/ Special Instruction section)

## 3. NEW PERSONAL INFORMATION DETAILS

\* Please select from the checked Purpose of Request above.

<b>Purpose of request*:</b>	<b>Out-of-date detail:</b>	<b>Please update to become:</b>

## 4. SUPPORTING DOCUMENTATION

Examples of valid forms of identification and/or legal documents to support your request are:

- Birth certificate
- Valid/unexpired passport (preferred for all requests, required for all requests from non-Australian citizens)
- Driver's licence (for Australian permanent residents)
- Visa that indicates permanent residency
- Social Security Number (SSN) card with signature
- Court order / Court paperwork

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The evidence of legal name changes that AIHE requires differs depending on where you were born (Australia or overseas) and the reason for your name change (e.g. marriage or another reason). Please contact the Student Support Officer for further information.

Please list here the relevant documentation that you will be providing for this Change to Personal Information request and attach those documents to this form:

### 5. NOTES / SPECIAL INSTRUCTIONS (optional)

If there is anything else you would like us to know when verifying and processing your update request please let us know here:

### 6. DECLARATION

<p>I authorise Adelaide Institute of Higher Education to update my personal information per this request and to correspond with me as necessary. I verify that all forms of identification are valid and supporting documents provided are accurate, current, and unaltered imaged copies of the originals.</p>	
<p><b>Student's Name:</b></p>	
<p><b>Student's Signature:</b></p>	<p><b>Date:</b></p>

**Privacy Statement:** The information on this form is collected for the primary purpose of updating your personal information. You have a right to access personal information that AIHE 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 Student Support Officer.

**Please allow 3 business days for AIHE to verify and process updates. We will confirm the completion of your request via email to your AIHE email address or for former students, the alternate email address you provided.**

OFFICE USE ONLY – AIHE Student and Academic Services		
Date form received		Comment/s:
Student record updated		