University of Southern Queensland

CHANGE OF NAME FORM

PLEASE COMPLETE RELEVANT SECTIONS AND POST WITH APPROPRIATE DOCUMENTATION TO:
Graduations Office
University of Southern Queensland
Tooowoomba Qld AUSTRALIA 4350

EMAILED AND FAXED VERSIONS OF DOCUMENTATION WILL **NOT** BE ACCEPTED – CERTIFIED DOCUMENTATION **MUST** BE POSTED TO OUR OFFICE. (Email or fax this form only if changing the order of your name)

STUDENT NUMBER	DATE OF BIRTH	Graduating this term
		Yes ☐ No ☐

PREVIOUS NAME

Family Name	First and middle names

NEW NAME

Do not complete this section if changing order of names to be printed on testamur (e.g surname, first name, middle name)

Family Name	First and middle names

TESTAMUR (DEGREE/CERTIFICATE) NAME **(complete only if currently eligible to graduate)**

Order in which you would like your name to appear on your Testamur

TITLE **(Will not be printed on degree. Enrolment purposes only)**

drop down to select

REASON FOR CHANGE OF NAME (please cross the box which is applicable to you)

Change of name with the Registry of Births, Deaths & Marriages (documentation attached)	☐
Full Name was not indicated on enrolment records (documentation attached)	☐
Reversion to former name (documentation attached)	☐
Incorrect spelling on University records (documentation attached)	☐
Additional names/symbols to be **printed on testamur** (e.g. s/o, d/o, @,, family names) *(this option for internationals students only) Documentation* ***must be*** *attached indicating the full and complete name as is indicated above under the testamur section.* **ENROLMENT RECORDS WILL NOT BE CHANGED.**	☐
Change of order of names to be **printed on testamur** (e.g.surname, first name, second name) *NB: No additional names are being added therefore documentation is not required.* **ENROLMENT RECORDS WILL NOT BE CHANGED.**	☐
Other (indicate reason below)	☐

YOU MUST ATTACH CERTIFIED DOCUMENTARY EVIDENCE SUPPORTING YOUR CHANGE OF NAME
All copies of documentation must be certified. **Documentary evidence must bear the signature of a Justice of the Peace. Documentation must be in the form of a certificate issued by the Registry of Births, Deaths & Marriages, passport, driver's licence or National Identity Card.**

Student's Signature	Date

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.