

## Enrolment Adjustment - Change of Personal Details

### Section A: Student to complete all details in this section as shown on original enrolment.

TAFE NSW Student ID		Unique Student Identifier		International Student Number	
Family name			First/Given name		
Other/middle name			Date of birth		
Gender:	Female	Male	Indeterminate/intersex/unspecified/non-binary		
Residential address				Postcode	
Postal Address				Postcode	
Course Name		Course Code		College/Campus	
Latest year of enrolment		Apprenticeship or Traineeship enrolment		Yes	No

### Section B: In this section show changed details only

- If you have changed your legal name or date of birth, you must provide documentary evidence. Your results/Testamurs will be issued with your legal name(s)/address printed here. If you have changed your name, we will regenerate your User ID for the student portal and contact you via SMS or email.
- If you are requesting a change to your family or given names and your enrolment is part of an **Apprenticeship or Traineeship** you must also advise Training Services NSW by completing the [Request to change apprentice/trainee details form](#).
- If you have a current **student loan** you will need to ensure that your tax details are updated with the [Australian Taxation Office](#).

Family Name		First/given name		Other/middle name	
Preferred given name					
Residential address				Postcode	
Postal address				Postcode	
Day time contact number		Mobile number		Date of birth:	
Gender:	Female	Male	Indeterminate/intersex/unspecified/non-binary		
Gender Identity	Female	Male	Non-Binary	Prefer not to answer	Unspecified
Preferred Pronouns	she, her, hers	he, him, his	they, them, theirs	ze, zir, zirs	
Email address					

#### Emergency Contact Information

Contact Name		Relationship		Contact Phone	
Contact Address				Contact email address	
Other Phone Numbers					
USI Registry Updated?		Yes	No		

Where this request is for a change to my given name/preferred name I authorise TAFE NSW to update my username in the TAFE NSW Student Management System.

## Section C: Citizenship and Residency

Do you reside in Australia? Yes No

Please indicate your citizenship or residency status below (check one box only)

Australian citizen Australian permanent resident New Zealand citizen  
Permanent visa holder  
An Australian temporary visa holder – visa expiry date Visa sub-class

## Section D: Student Declaration

The information I have provided is true and correct. I acknowledge that failure to update my personal details with the USI Registry may result in TAFE NSW withholding student academic documents.

Student Signature Date Parent/Guardian Signature Date  
\*If the student is under 18 years of age

### Information for students

#### Change of legal name/s

To support a change of legal name (first, other, and family names), you are required to update your personal details in the USI Registry first. \*See Unique Student Identifier section below.

Once the USI record has been updated, you can submit this completed form. Your evidence can take the form of:

- An Australian passport
- Australian Driver's licence
- Centrelink Concession Card
- Non-Australian Passport (with Australian Visa)
- Certificate of Registration by Decent
- Citizenship Certificate
- Certificate of Marriage
- Certificate of Divorce (decree nisi) or change of name certificate issued by the State Registry of Births, Deaths & Marriages

TAFE NSW are required to validate the USI again to ensure that the details held by TAFE NSW match the USI Registry. This requirement does not apply to students who completed prior to 2015 (VET) and prior to 2023 (Higher Education).

#### Change of Preferred Name, Gender, and Contact details

You do not need any identification to update your preferred name, gender or contact details with TAFE NSW.

#### \*Unique Student Identifier (USI)

The legal name (first, other, and family names) you have provided TAFE NSW must match your details the USI Registry.

Where you are making a change to your legal name you will need to log into your USI Registry account and change those details prior to having them changed in the TAFE NSW Student Management System. The USI Registry will require you to provide a new form of ID with your new details. You will also be asked to provide TAFE NSW with the permission to view your USI

account to ensure consistency of records between TAFE NSW and the USI Registry. You can do this in your USI Registry account Permissions section by providing the TAFE NSW organisation name which is - **Technical and Further Education Commission** and the provider code which is **90003**.

#### Citizenship and Residency

Temporary Visa Holders are required to notify TAFE NSW of any change to their citizenship status, residency status or status of temporary visa conditions using this form. Temporary visa holders must produce their passport or documentation showing their current valid visa to confirm their eligibility to study at TAFE NSW. TAFE NSW will verify these details via Visa Entitlement verification Online (VEVO).

#### Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

## E: Office Use

Has the student changed their details on the USI Registry? Yes No

If the enrolment is part of an apprenticeship or traineeship has the Training Contract (TCID) been sighted? Yes No

Documentary evidence of name change and/or date of birth sighted by (name):

If this request is for a change of name has a ticket been logged to amend the user ID? Yes No

Signature of Authorising Officer Date