

**SECTION A: THE STUDENT IS TO COMPLETE ALL DETAILS IN THIS SECTION AS SHOW ON ORIGINAL ENROLMENT**

Family Name First Name

Other Name Student Number

Residential Address Postcode

College Name Is this course part of an apprenticeship or traineeship?  Yes  No

Course Name Course Number

Cal-Occ-Code Latest year of enrolment Daytime contact number

Date of Birth:    day        month        year    Gender:    Female        Male        Indeterminate/intersex/unspecified

Student's USI Number International Student Number

**OFFICE USE ONLY:** Has the student changed their details on the USI Registry?    Yes    No

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

**SECTION B: IN THIS SECTION SHOW CHANGED DETAILS ONLY. IF YOU HAVE CHANGED YOUR NAME YOU MUST PROVIDE DOCUMENTARY EVIDENCE AND ATTACH TO THIS FORM. 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.**

Family Name First Name

Other Name Preferred Given Name

Residential Address Postcode

Day time contact number Mobile Number

Date of Birth:    day        month        year    Gender:    Female        Male        Indeterminate/intersex/unspecified

Email Address

**SECTION C: CITIZENSHIP AND RESIDENCY**

Do you reside in Australia?    Yes    No

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

An Australian citizen   
 An Australian permanent resident   
 A New Zealand citizen   
 A permanent humanitarian visa holder  
 An Australian temporary visa holder – Visa expiry date:    day        month        year    Visa sub-class:

**SECTION D: STUDENT DECLARATION**

The information I have provided is true and correct

**SIGNATURE OF APPLICANT:** Date:    day        month        year

Note: Submitting this application via your TAFE NSW email account is recognised as your electronic signature.

**SECTION E: OFFICE USE ONLY**

Documentary evidence of name change sighted by (name):

**SIGNATURE OF AUTHORISING OFFICER:** Date:    day        month        year

Authorisation of change to enrolment (name):

**SIGNATURE OF AUTHORISING OFFICER:** Date:    day        month        year

# Instructions for Enrolment Adjustment – Change of Personal Details

## Student Name Changes

Where a student wishes to notify a change of first, other or family common usage name on their current student record, it is necessary to sight appropriate documentary evidence or receive a Statutory Declaration signed by the student.

**For students over the age of 18**, documentary evidence may take the form of a passport, driver's licence, Certificate of Marriage, Certificate of Divorce (decree nisi), or change of name certificate issued by the State Registry of Births, Deaths & Marriages office.

**For students under the age of 18**, the birth certificate of the student is required. Where a birth certificate cannot be provided, records should be in the name indicated in the alternate documentation relied upon to seek enrolment (e.g. statutory declaration, passport, immigration papers). It is under this name the student is officially enrolled.

If however, one of the following conditions apply, and Institute managers (or delegated officers) can enrol students under an alternate name or change existing records to indicate the new name:

- a signed consent from both parents indicating approval to use the new name is provided;
- a court order is provided authorising the use of the new name;
- a statutory declaration is provided by the enrolling parent indicating that the child has had no contact with the other parent and his or her whereabouts are unknown. While there is no specific legal requirement regarding a time period, it is considered advisable and in keeping with established practice to apply a five year time span for non-contact with the other parent;
- a birth certificate has been issued in the new name;
- proof of adoption is provided;
- the Department of Community Services is responsible for the care of the child and the Department indicates the use of a new name for the child is appropriate; or
- evidence is provided that the parent and/or any child are subject to witness protection or some other similar scheme designed to ensure their safety and the use of a new name for the child is necessary to maintain the safety and well-being of the parent and or child.

Documentary evidence is not required to correct data entry errors which may occur during the initial entry of a student first name, other name or family name enrolment information.

## Unique Student Identifier (USI)

It is mandatory for all students who undertake and complete study in VET nationally accredited training from 1 January 2015 to obtain a USI.

The student will need to go into their USI Registry account to change their personal details held in the USI Registry. The USI Registry will require the student to provide a new form of ID with their new details.

Also ask the student to provide TAFE NSW with the permission to view their USI account to ensure consistency of records between TAFE NSW and the USI Registry. This can be done in their USI Registry account Permissions section.

You will need to assist/give the student your Institute's Registered Training Organisation Code and Organisation Name

## Apprenticeship/Traineeship Changes to Status

If there are changes to enrolment details which are part of an apprenticeship or traineeship the authorising officer must ensure they have sighted the apprenticeship or traineeship documentation.

## Citizenship and Residency

Temporary Visa Holder are required to notify campus Temporary Visa Holder Officers of any change to their citizenship or residency temporary visa conditions using this form. Temporary visa holders, including holders of eVisas, must produce their passport or documentation showing their current valid visa to confirm their residency status and eligibility to study at TAFE NSW. Certified true copies of documents may be accepted. Students found to have made false claims regarding their residency status are liable to be excluded from TAFE NSW and may have legal action taken against them. Changes to temporary visa holder sub classes may affect applicable fees.

## 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 Department of Human Services (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. In order 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 this form 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 your TAFE NSW campus administration or by using the TAFE NSW Student Portal.

Refer to <https://www.tafensw.edu.au/privacy> for more details.