Correction or Change of Personal Details

Here you will find instructions on how to check, correct or change the UNSW record of your

- Formal name
- Date of birth
- Gender
- Contact details: email address and mailing address
- Preferred name

See also instructions on applying for change of residency status.

You are required to keep the UNSW record of your contact and personal details current. Make sure you update your record as soon you can after any of these details change.

The University requires that your full legal name as appears on your birth certificate/passport is recorded on your University record.

Please be aware that if you provide falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you must be aware of your obligations and responsibilities under the Student Code.

Name, date of birth or gender changes

You cannot change the UNSW record of your Formal Name, date of birth, gender or residency status via myUNSW. Use this Correction or Change of Personal Details Request Form (PDF, 418 KB, 2 pages) to correct or change the UNSW record of your Formal Name, date of birth or gender.

Documentary evidence

You must attach documentary evidence to support your request.

Your supporting documentation must be in the form of a certified copy. For further information on certified documentation please see below.

If however, you are using Australian Government issued documentation to support your request you may only need to provide a copy of your documentation provided you grant consent for UNSW to verify the validity of your documents using the Document Verification Service (DVS). For further information on whether your documents can be verified via the DVS please see below.

All name change requests must reflect the name exactly as it appears on your supporting documentation.

Evidence can be:

- Marriage/Divorce Certificate
Change of Name Certificate
Birth Certificate
Passport
A statement from a registered medical practitioner or a registered psychologist

Please refer to the Correction of Personal Details Request form for further information regarding acceptable documentary evidence.

Your request cannot be processed until certified documentary evidence is provided or where applicable your documents are verified via the Document Verification System (DVS).

**Can my documents be verified via the Document Verification System (DVS)?**

If you are using Australian Commonwealth or State Government issued documentation to support your request, UNSW can verify and confirm the validity of your documents via the Document Verification System (DVS) managed by the Commonwealth Attorney-General’s Department (subject to you providing consent for the University to do so). Information on the DVS is available at [www.dvs.gov.au](http://www.dvs.gov.au).

The following documents can be verified via the DVS:

- Australian Birth Certificate
- Australian Passport
- Australian Change of Name Certificate
- Australian Marriage Certificate
- Australian Driver Licence

**Do I need to provide Certified Documents?**

If you are using documentation issued overseas you will need to provide a certified copy of this documentation to support your request.

Certified documentary evidence must be bear the signature of a Justice of the Peace. Alternatively the original document can be brought into The Nucleus: Student Hub to be certified.

To **certify** documentation either

- Take a copy and the original to a *Justice of the Peace* for their signature and registration number
- OR
- Take the original document into *The Nucleus: Student Hub* to be certified

**Contact Details: email and mailing addresses**

You are required to maintain current email and postal addresses on myUNSW. The University cannot accept responsibility if official communications fail to reach you because you have not updated your postal and/or email address as soon as possible after you change any of those details.

**Email** is the main mode of formal communication from the University to you. All students have a central email address: your zID (e.g. z3456789) followed by @student.unsw.edu.au.

You are required to read email that is sent to this address, as it may contain vital administrative or teaching material **not provided any other way**. If you use an email account other than the centrally provided UNSW account, you **must arrange to redirect your UNSW Email** to an account you do use.

**Changing Contact and Personal Details in myUNSW**

For changes **other than** the UNSW record of your Formal Name, date of birth, gender or residency status use the **Personal Details section of myUNSW**: My Student Profile tab > My Student Services >Personal Details, then select the information you would like to update: Address, Phone, Email, Emergency Contact, Personal Statistics.
**Note:** You can use myUNSW to change your 'preferred', informal name. You can also check the UNSW record of your Formal Name.

**Note on Enrolment**

UNSW is required to keep updated contact details for all students. Each semester when you click on 'Update Enrolment' for the first time, myUNSW will ask you to confirm your current address and contact details. Completing these updates enables enrolment.

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