

# A11 – PERSONAL DETAILS AMENDMENT

If you need to make changes to your personal details such as name, date of birth, gender, address or phone number, you must inform VU by submitting this form along with any required supporting documentation (certified copies or originals). Documentation can be submitted in person at VUHQ or emailed via [ASKVU \(askvu.vu.edu.au\)](mailto:ASKVU@askvu.vu.edu.au). Current students can update their contact details online via [MyVU \(myvu.edu.au\)](http://myvu.edu.au). Offshore students must submit this form at their site of study.

## 1. CURRENT PERSONAL DETAILS

To change your name, title, date of birth or gender you must supply original or certified copies of [documentary evidence](#) when submitting this form. This can include your passport, birth certificate (not extract), marriage certificate, deed poll or ImmiCard. It is your responsibility to ensure your personal details are accurate and up to date.

Please select one:  VET  HE  Offshore

Title  Gender:  Female  Male  Gender X Unspecified

Student ID  Family name

Given name(s)  Date of birth

Phone  Address

USI number  (Don't have a USI? Visit [usi.gov.au](http://usi.gov.au) for more information.)

## 2. NEW PERSONAL DETAILS

Title  Gender:  Female  Male  Gender X Unspecified

Student ID  Family name

Given name(s)  Date of birth

Name format:  Standard  Alternative order

Phone  Address

## 3. STUDENT DECLARATION

I, \_\_\_\_\_  
certify that the information provided is true and correct, and that I have attached all required documentation.

Signature  Date

### OFFICE USE ONLY

Processed by

Department

Signature  Date

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#### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy).

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

#### CONTACT US

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee