



## University of Southern Queensland Graduations Office Change of Name & Personal Details

Return this form and documents to:  
University of Southern Queensland  
West Street

Toowoomba QLD 4350

Email: [usq.support@usq.edu.au](mailto:usq.support@usq.edu.au) Phone: **+61 7 4631 2285**

USQ is collecting the personal information on this Form for university purposes to update your student record. 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. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009* (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Privacy Officer [privacy@usq.edu.au](mailto:privacy@usq.edu.au)

**\*Graduating in this semester**

\*Submitting this form after Results Release in your final semester may incur reprinting costs for graduation documents

**Graduating in a future semester – current student**

**Former student / USQ graduate**

### CURRENT ENROLLED (PRIMARY) NAME

**Student Number:**

**Date of Birth:** DD/MM/YY

**Daytime Phone:**

**Umail:**

@umail.usq.edu.au

**Family Name:**

**First & Second Names:**

### CHANGES REQUESTED TO ENROLLED (PRIMARY) NAME

**Title:**  Mr  Mrs  Miss  Ms  Mx  Other

**Date of Birth:** DD/MM/YY

**Family Name:**

**First & Second Names:**

THE ORDER IN WHICH YOUR NAME SHOULD APPEAR ON ANY OFFICIAL ACADEMIC TRANSCRIPT DURING YOUR PROGRAM, AND ON ALL (3) OFFICIAL USQ GRADUATION DOCUMENTS (Official Academic Transcript, Australian Higher Education Graduation Statement (AHEGS) and Testamur (Degree).

**Enter Name:**

If the above field is left blank, your graduation documents will bear your Enrolled (Primary) Name. You may like to change your name order in line with cultural naming conventions. If so, this name will appear as your Degree Name in your Student Centre once entered by Student Administration staff.

**REASON & SUPPORTING DOCUMENTATION FOR  
CHANGE OF ENROLLED (PRIMARY) NAME/TITLE/DATE OF BIRTH**

<input type="checkbox"/>	I changed my name with the Registry of Births, Deaths and Marriages	P	Attach certified copies of documentation as evidence ie Marriage Certificate; Change of Name Certificate issued by a State or Territory Birth, Deaths & Marriages; Passport; Birth Certificate; Drivers Licence; National Identity Card
<input type="checkbox"/>	My full name is not reflected on USQ enrolment records	P	
<input type="checkbox"/>	I am reverting to a former name	P	
<input type="checkbox"/>	International students only: Additional names/symbols are to be printed on my testamur eg s/o, d/o, @	D	
<input type="checkbox"/>	The <b>order of my names</b> , to be printed on my official graduation documents, is incorrect – see name order information on front page	D	In this case the names do not change – only the order. No documentation is required.
<input type="checkbox"/>	Other		

**CHANGE OF GENDER**

**If you have changed your sex and/or gender, or if your sex and/or gender have been incorrectly recorded on USQ records, please indicate your correct sex and/or gender:**

Male  Female  Unknown  Other

**SUPPORTING DOCUMENTATION FOR  
CHANGE OF GENDER**

<input type="checkbox"/>	A Statement from a Registered Medical Practitioner or Registered Psychologist; OR
<input type="checkbox"/>	An amended State or Territory Birth Certificate which specifies preferred gender; OR
<input type="checkbox"/>	A valid Australian Government travel document such as a valid passport which specifies preferred gender; OR
<input type="checkbox"/>	A State or Territory Gender Recognition Certificate or recognized details certificate showing a State or Territory Registrar of Births, Deaths and Marriages has accepted a change in sex

**CERTIFICATION OF DOCUMENTATION**

- Certification can be issued by a Justice of the Peace or Notary Public.
- Certified scanned documentation will be accepted. However, in some instances the University may request mailing of certified hard copy documentation. Please note, if a name change has been processed and later found to be made on the basis of fraudulent documentation, the name change will be reversed.

**STUDENT DECLARATION:**

I certify that the above information is correct and that all necessary documentary evidence is attached.

**Signature of student/graduate:**

**Printed name:**

**Date:**

Requests will not be processed unless the required documentation is submitted in the format requested.

**Office Use Only:**