

- Use **BLOCK LETTERS** and tick boxes
- If you are studying in Australia and need to update your contact details, or your 'preferred name', this is done using your mysc.federation.edu.au account; **do not complete this form**. Instructions can be found [here](#).

Form Submission

Online: <https://fred.federation.edu.au/>
In Person: Student HQ at your home campus.

Partner students:
Lodge completed form at your Partner Administration Office.

Personal Details

Federation Student ID Number: Date of birth:
Surname/Family name: Campus/Location:
Given names: Phone number:

Are you an **international student** studying in Australia? Yes No

International students are required to have this form signed by a representative from the Global Professional School (GPS) or their education provider before submitting it to Student HQ. They must notify change of address to GPS or their education provider within seven (7) days.

Course Details

Course Code: Course Title:

Update to contact details in MySC

Update my **email address**:

Update my **telephone number**: Home: Mobile:

Update my **permanent home address** **semester address** **mailing address**

Suburb/Town/City

State Post Code Country

Effective from: The date lodged with Student HQ or The following date:

Update to gender in MySC

Update my **gender**:

Male Female Other

Amend your personal details request form

Update to name in MySC – evidence required

- I have attached certified documentary evidence to support the requested change. (eg *Marriage certificate, Birth extract, Passport or Change of name documentation.*)

	Name current in system:	Requested Change/s:
Given Name		
Middle name/s		
Family name		

- I confirm my name has been updated via the USI website
- I confirm my name has been updated via the Australian Taxation Office (ATO)

Student Declaration

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.

I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I authorise the University to amend my personal details effective from the date indicated above.

Student signature:

Date:

Office Use Only

Global Professional School: *(where applicable)*

Fed

Name:

PRISMS update *(if applicable)*

Signature:

Date:

Federation University Student HQ

Updated by:

Evidence attached *(where applicable)*

Processing *(if applicable)*: When processed please forward form to the relevant home campus.

- Campus Solutions updated Copy sent to GPS *(if applicable)* Copy sent to Graduation office *(if applicable)* Student ID card replaced *(if applicable)*