

- If you are studying in Australia and need to update your contact details or add a preferred name, you do not need to use this form, instead you can change this directly via your [mysc.federation.edu.au](https://mysc.federation.edu.au) account.
- If you wish to be known using a chosen name that is different to your legal documents, do not use this form, instead see the guide '[Using your chosen name](#)' or contact Student Equity and Inclusion

## 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

Student ID Number: Date of birth:

Surname/Family name: Campus/Location:

Given names: Phone number:

Update my **date of birth**      **Current date of birth in system:**      **Requested change:**

I have attached certified documentary evidence to support the requested change.

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

Update my **residency status:**      Australian Citizen      New Zealand Citizen      Permanent Humanitarian Visa  
Permanent Non-Humanitarian Visa      Temporary Entry Permit      Overseas Resident

Residency status current in system:

I have attached certified documentary evidence to support the requested change.

## 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:

# Amend your personal details request form

## Update to gender in MySC

Update my <b>gender</b> :	Female/Woman	Male/Man	Non-Binary
	Different Term	Prefer Not To Answer	

## Update to name in MySC – evidence required

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

*I have attached certified documentary evidence to support the requested change. (eg Marriage certificate, Birth certificate [not birth extract], Passport or Change of name documentation.)*

**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		Fed
Global Professional School: <i>(where applicable)</i>		
Name:	PRISMS update <i>(if applicable)</i> <input type="checkbox"/>	
Signature:	Date:	
Federation University Student HQ		
Updated by:		<input type="checkbox"/> Evidence attached <i>(where applicable)</i>
Processing (if applicable): When processed please forward form to the relevant home campus.		
<input type="checkbox"/> Campus Solutions updated	<input type="checkbox"/> Copy sent to GPS (if applicable)	<input type="checkbox"/> Copy sent to Graduation office (if applicable)
		<input type="checkbox"/> Student ID card replaced (if applicable)