

## CHANGE OF STUDENT INFORMATION

**\*Please note: this document must be completed and submitted to the International Student Coordinator (ISC) within 7 days of change of your details as listed below. ISC will also contact you at least every 6 months to verify your details.**

**OFFICE USE ONLY**

Received by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NOTE: Records Must Be Updated in Admin Files and PRISMS - see last page

STUDENT DETAILS	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
Family Name (as shown in passport):	Given Name/s
Student ID	Date of Birth (dd/mm/yy) / /
Address in Australia (as stated at enrolment)	City: _____ Post Code _____
Passport Number	Passport expiry date
Home Telephone	Mobile Number
Fax	Email
WHAT CHANGES HAVE OCCURRED?	Has any changes to your details been made? If Yes then tick here <input type="checkbox"/> and detail the changes below completing this form in entirety and then sign and date. If No changes then tick here <input type="checkbox"/> and complete above details only and also sign and date.
Change of Address	Street Address: City: _____ Post Code: _____ State: _____ Date of change: / /
Contact Details	Phone: _____ Mobile: _____ Email: _____ Date of change: / /
Change of Emergency Contact	Name: _____ Relationship to Student _____ Street Address: City: _____ Post Code (Zip): _____ State: _____ Country: _____ Home telephone: _____ Mobile: _____ Date of change: / /
Change of Home Land Address	Street Address: City: _____ Post Code (Zip): _____ State: _____ Country: _____ Date of change: / /

DECLARATION
<p>I declare that the information provided in this form is true and correct.</p> <p>Student Name (please print): _____</p> <p>Student Signature: _____</p> <p>Date: ____ / ____ / ____</p>

<b>OFFICE USE ONLY</b>	
Date student has notified college of change:	
What changes were advised by student?	
Date that you have updated records:	What files did you update? [student admin file, PRISMS etc...]
<b>Contact made with student at least every 6 months</b>	[Provide details below:]
Date ISC has contacted student:	
Were there any changes that required updating student file?	Yes <input type="checkbox"/> if yes, provide details below No <input type="checkbox"/>
What changes were advised by student?	
Date that you have updated records:	What files did you update? [Student admin file, PRISMS etc...]
<b>PRISMS update</b>	Student details have been updated in PRISMS? <input type="checkbox"/>  Date of update:     /     /  Staff details:  Name:  Signature:
Comments:	
Once this section has been completed by the ISC, the form must be reviewed by the IDH.	
Signature of ISC:	Date:     /     /
Signature of IDH:	Date:     /     /