

Student CHANGE of Contact Details Form

Please complete this form if you have formally changed your name, moved to a new address or changed any other personal details. You will need to provide documentary evidence to support your change of details.

Any change of details which appear on your Passport (such as a change to your name) should also have been reported to the Department of Immigration and Border Protection (DIBP) as soon as possible. To comply with your VISA conditions, you must notify Crown College International within seven (7) days of any change to your personal details, including your address.

The table below will provide you with some guidance of the documents that will be required to support your change of personal details.

Reason	Documents
Marriage/Registered Relationship	<ul style="list-style-type: none"> • Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent) • Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)
Separation/Divorce	<ul style="list-style-type: none"> • Marriage certificate issued by a Registrar of Birth, Deaths and Marriages in Australia (or overseas equivalent) • Registered relationship certificate issued by a Registrar of Births, Deaths and Marriages in Australia (or overseas equivalent)
Name Change	<ul style="list-style-type: none"> • Dead poll – if name changed before 1 November 1986 • Change of Name Certificate issued by the Registry of Births, Deaths and Marriages • Overseas equivalent
Citizenship or other	<ul style="list-style-type: none"> • Citizenship Certificate (please complete a Crown College International Change of Citizenship form) • Other documentation to support the change

Personal Details			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify) _____		
Student Name	Surname		
	First Name	Middle Name	
	Previous Surname (if applicable)		
Address	Building/Property Name		
	Apartment/Unit Number	Street Number	
	Street Name		
	Suburb/Town		
	State	Postcode	
Postal Address (if different from above)	Building/Property Name		
	Apartment/Unit Number	Street Number	
	Street Name		
	Suburb/Town		
	State	Postcode	
Mobile		Home Phone	
Email			
Emergency Contact	Name		
	Relationship		
	Address		
	Phone	Mobile	
Your Preferred Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> SMS Text <input type="checkbox"/> Postal Letter		
I declare that the information I have provided is true and correct. I will notify Crown College International immediately of any further changes to my personal details			
Signature		Date	

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