

Enrolment Adjustment - Change of Personal Details

This form is required when applying to correct or change your personal details with TAFE NSW. Personal information collected in this form will be managed in line with the [TAFE NSW Privacy Policy](#).

When you have completed and signed this request please click [here](#) to submit or hand to one of our staff at your nearest TAFE NSW campus/college who will arrange to action your request.

Section A: Student to complete all details in this section as shown on original enrolment

Tick the relevant box to confirm your change request and check the [required documentation](#).

Update your legal name after an official change (you must attach documentary evidence)

Correction to your legal name or date of birth (you must attach documentary evidence)

Update preferred given name, gender identity or title (no documentation required)

Visa status (we will confirm your visa status via the Visa Entitlement Verification Online System)

TAFE NSW Student ID		Unique Student Identifier		International Student Number
Family name			First/Given name	
Other/middle name		Preferred name		Date of birth
Gender:	Female	Male	Indeterminate/intersex/unspecified/non-binary	
Residential address				Postcode
Postal Address				Postcode
Course Name		Course Code		
College/Campus				
Latest year of enrolment	Apprenticeship or Traineeship enrolment		Yes	No

Section B: In this section show changed details only

- If you have changed your legal name or date of birth, you must provide documentary evidence. Your results/Testamurs will be issued with your legal name(s)/address printed below. If you have changed your name, and where you have requested, we will regenerate your User ID for the student portal and contact you via SMS or email.
- If you are requesting a change to your family or given names and your enrolment is part of an **Apprenticeship or Traineeship** you must also advise Training Services NSW by completing the [Request to change apprentice/trainee details form](#).
- If you have a current **student loan** you will need to ensure that your tax details are updated with the [Australian Taxation Office](#).

Family Name First/given name

Other/middle name Preferred given name

Date of birth:

Residential address Postcode

Postal address Postcode

Day time contact number Mobile number

Gender: Female Male Indeterminate/intersex/unspecified/non-binary

Gender Identity Female Male Non-Binary Prefer not to answer Unspecified

Preferred Pronouns she, her, hers he, him, his they, them, theirs ze, zir, zirs

Email address

Emergency Contact Information

Contact Name Relationship Contact Phone

Contact Address Contact email address

Other Phone Numbers

USI Registry Updated? Yes No

Where this request is for a change to my given name/preferred name I authorise TAFE NSW to update my username in the TAFE NSW Student Management System.

Section C: Citizenship and Residency

Do you reside in Australia? Yes No

Please indicate your citizenship or residency status below (check one box only)

Australian citizen Australian permanent resident New Zealand citizen

An Australian temporary visa holder – visa expiry date Visa sub-class

Section D: Student Declaration

The information I have provided is true and correct. I acknowledge that failure to update my personal details with the USI Registry may result in TAFE NSW withholding student academic documents.

Student Signature

Date

Parent/Guardian Signature

Date

*If the student is under 18 years of age

Information for students

Change of legal name/s

To support a change of legal name (first, other, and family names), you are required to update your personal details in the USI Registry first. *See Unique Student Identifier section below.

Once the USI record has been updated, you can submit this completed form together with documentary evidence listed below.

- Birth certificate/reissued birth certificate
- Legal change of name certificate
- An Australian passport
- Australian Driver's licence
- Non-Australian Passport (with Australian Visa)
- Certificate of Registration by Decent
- Citizenship Certificate
- Certificate of Marriage
- Certificate of Divorce (decree nisi)
- Centrelink Concession Card

All photo ID must be valid (not expired).

Documentary evidence may not be required to correct data entry errors which may occur during the initial entry of a student first name, other name or family name enrolment information.

TAFE NSW are required to validate the USI again to ensure that the details held by TAFE NSW match the USI Registry. This requirement does not apply to students who completed prior to 2015 (VET) and prior to 2023 (Higher Education).

Change of Preferred Name, Gender, and Contact details

You do not need any identification to update your preferred name, gender or contact details with TAFE NSW.

*Unique Student Identifier (USI)

The legal name (first, other, and family names) you have provided TAFE NSW must match your details the USI Registry.

Where you are making a change to your legal name you will need to log into your USI Registry account and change those details prior to having them changed in the TAFE NSW Student Management System. The USI Registry will require you to provide a new form of ID with your new details. You will also be asked to provide TAFE NSW with the permission to view your USI account to ensure consistency of records between TAFE NSW and the USI Registry. You can do this in your USI Registry account Permissions section by providing the TAFE NSW organisation name which is - **Technical and Further Education Commission** and the provider code which is **90003**.

Citizenship and Residency

Temporary Visa Holders are required to notify TAFE NSW of any change to their citizenship status, residency status or status of temporary visa conditions using this form. Temporary visa holders must produce their passport or documentation showing their current valid visa to confirm their eligibility to study at TAFE NSW. TAFE NSW will verify these details via Visa Entitlement verification Online (VEVO).

Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

E: Office Use

Has the student changed their details on the USI Registry? Yes No

If the enrolment is part of an apprenticeship or traineeship has the Training Contract (TCID) been sighted? Yes No

NOTE: Due to data security, documentary evidence can only be accepted via or uploaded to CRM and not via personal or shared email addresses. Please request students use the '[Contact Us](#)' option on the TAFE NSW website to submit their requests. TAFE NSW staff can upload this evidence directly to CRM.

Documentary evidence of name change and/or date of birth sighted by (name):

Please indicate which form of ID was sighted:

Birth certificate/reissued birth certificate

Legal change of name certificate

An Australian passport

Australian Driver's licence

Non-Australian Passport (with Australian Visa)

Certificate of Registration by Decent

Citizenship Certificate

Certificate of Marriage

Certificate of Divorce (decree nisi)

Centrelink Concession Card

NOTE: You must add a note to the learner's enrolment record in the TAFE NSW SMS that you have sighted the above identified evidence.

Please ensure to [log a ticket](#) for the User Name and Email change. Incident #

Signature of Authorising Officer

Date