

- 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 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: _____

Current date of birth in system:

Requested change:

Update my **date of birth**

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

Are you an **international student** studying in Australia?

Yes

No

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**

State

Post Code

Suburb/Town/City

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 gender :	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: (where applicable)		
Name:	PRISMS update (if applicable)	<input type="checkbox"/>
Signature:	Date:	
Federation University Student HQ		
Updated by:	<input type="checkbox"/> Evidence attached (where applicable)	
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)