

- 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:	<input type="text"/>	Date of birth:	<input type="text"/>
Surname/Family name:	<input type="text"/>	Campus/Location:	<input type="text"/>
Given names:	<input type="text"/>	Phone number:	<input type="text"/>

**Current date of birth in system:**

**Requested change:**

<input type="checkbox"/>	Update my <b>date of birth</b>	<input type="text"/>	<input type="text"/>
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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**

Suburb/Town/City

State  Post Code  Country

**Current Title/Prefix in system:**

**Requested change:**

<input type="checkbox"/>	Update my <b>Title/Prefix</b>	<input type="text"/>	<input type="text"/>
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# 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	<input type="text"/>	<input type="text"/>
Middle name/s	<input type="text"/>	<input type="text"/>
Family name	<input type="text"/>	<input type="text"/>

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

Global Professional School: *(where applicable)*

**Fed**

Name:  PRISMS update *(if applicable)*   
Signature:  Date:

## Federation University Student HQ

Updated by:   Evidence attached *(where applicable)*

Processing *(if applicable)*: When processed please forward form to the relevant home campus.

Campus Solutions updated  Copy sent to GPS *(if applicable)*  Copy sent to Graduation office *(if applicable)*  Student ID card replaced *(if applicable)*