

Variation to personal details

RMIT student number _____ Contact telephone number _____

Using this form

This form should be used if you need to amend your student record to reflect your gender identity or if you've legally changed your name. Please refer to rmit.edu.au/students/student-essentials/enrolment/update-your-personal-details for instructions and information required to amend your record.

Please complete the relevant section/s and sign the declaration.

Check the evidence requirements for your requested change of personal details at rmit.edu.au/students/student-essentials/enrolment/update-your-personal-details.

Lodge the signed form at RMIT Connect. If the changes you're requesting don't require evidence, you can submit your form online as a service request via the RMIT Connect portal at rmit.edu.au/students/contact-and-help/connect.

You can update your address and telephone numbers by logging in to myRMIT at rmit.edu.au/myrmit and select the Enrolment Online link.

Important information

If you're a vocational education student correcting your date of birth, this may affect your eligibility for a government subsidised place. For more information please refer to rmit.edu.au/study-with-us/applying-to-rmit/local-student-applications/how-to-apply/apply-by-level-of-study/vocational-study/eligibility-for-a-government-subsidised-place.

If your name has changed after you have graduated, the University does not issue new testamurs under a new name. Replacement testamurs are only issued under the same name as the original, to preserve the historical accuracy and integrity of the University's records.

Corrections

If an error occurred during the recording of your name or gender identity you may ask us to amend our records before you enrol by visiting RMIT Connect or by telephoning +61 3 9925 5000 during business hours.

Privacy

Personal information received by RMIT University is managed in accordance with privacy legislation. More information is available on RMIT's Privacy webpage at rmit.edu.au/privacy.

Please complete all information relevant to your change of details.

Section 1 – Gender identity

Update my recorded gender identity to: Male (M) Female (F) Other (X)

Section 2 – Change of name request (evidence required)

Previous name

Title Mr Mrs Miss Ms Mx

Family name _____

First name _____

Middle name _____

New name

Title Mr Mrs Miss Ms Mx

Family name _____

First name _____

Middle name _____

Section 3 – Correct my date of birth (evidence required)

Correct my recorded date of birth to: (DD/MM/YYYY) _____

Section 4 – Student declaration

I declare that the information I have provided is true and correct. I will notify RMIT University immediately of any further changes to my personal details.

Student signature _____

Date (DD/MM/YYYY) _____

Office use only

RMIT Connect date stamp