

IMPORTANT INFORMATION FOR STUDENTS WHO WANT TO CHANGE THEIR PERSONAL DETAILS

Changes to your address details are made in MySR.

Documentation accepted for change of personal details

The following documents will be accepted as evidence of a change of personal details:

- Birth certificate (Commemorative certificates are not acceptable)
- Marriage certificate (Commemorative certificates are not acceptable)
- Deed Poll
- Change of Name certificate issued by the Registry of Births, Deaths and Marriages
- Divorce decree
- A birth certificate showing the name at birth and the new name (Commemorative certificates are not acceptable)
- A current passport
- A current driver licence - this will only be accepted for change of date of birth

Certifying documents

The person who certifies your document/s must be contactable by telephone during normal working hours.

Your documents must be certified by one of the following authorised officers:

- Any Western Sydney University Student Central staff member
- Any other university or TAFE College staff member
- The official records department of the institution that originally issued the document/s
- An Australian overseas diplomatic mission and Australian Educational Centres
- The Universities Admissions Centre (UAC)
- A Justice of the Peace (JP) with a registration number
- An accountant - must be a member of the Institute of Chartered Accountants in Australia, the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent
- A bank manager, but not a manager of a bank travel centre
- A credit union branch manager
- A commissioner for declarations
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant and above
- A postal manager
- A Principal of an Australian secondary college, high school or primary school

You, or a family member, cannot certify your documents, even if you or they belong to one of the categories listed above.

How should the authorised officer certify each document?

The certifying officer must print the following text on the copied document:

'I certify this to be a true copy of the document shown and reported to me as the original.'

They also need to provide the following:

- Their name
- Their address
- A contact telephone number
- Their profession or occupation or organisation
- The official stamp or seal of this organisation (if the organisation has such a stamp)
- The date
- Their signature

A Justice of the Peace must also print their registration number and provide details of the state in which they are registered. Copies certified by a JP without a registration number will not be accepted.

To find a JP in your area, check the public register of JPs available online from the NSW Attorney-General's Department lawlink.nsw.gov.au.