



NAME MATCHING REQUIREMENTS FOR STUDENT COMPLIANCE

The names you use to enroll at Western should match your full legal name as documented by your birth certificate, passport, or other proof of identity documents.

- Your Australian National Police Check (NPC) should be requested using your full legal name.
- NSW Health policy requires your name on your university Student Identification Card (SID card), your NPC, and your vaccination evidence record to match **exactly**.
- Western also uses this to create your ClinConnect profile (in the NSW Health placement management system), which is where your NSW Health compliance assessment outcome is recorded.

Legally, “Jane Smith” with DOB 13/08/2020 is not necessarily the same person as “Jane Mary Smith” with DOB 13/08/2020. Therefore, a mismatch will require you to correct either the name you are enrolled under, or the name on your NPC.

Before submitting your student compliance documents for assessment, check your name on your NPC against your SID card. If they don't match **exactly**, your compliance assessment cannot progress and you will need to do one of the following:

A. If your NPC is issued in your full legal name:

- 1) change your enrolled name details to your full legal name
(https://www.westernsydney.edu.au/currentstudents/current_students/enrolment/changing_your_personal_details)
- 2) apply for a new Student ID
(https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/student_central/student_id_cards)
- 3) For assistance with this contact Student Services Hub (1300 668 370 or studenthub@westernsydney.edu.au).

B. If you are enrolled under your full legal name but this is not the name appearing on your NPC, apply for a new NPC in your full legal name

Once you have your updated SID Card or NPC

Students who are submitting their compliance documents for initial assessment of their compliance status should include it with their other documents in the Compliance Document Pack.

All other students who are submitting their compliance documents for a review of their compliance status must:

- 1) scan both sides of their SID card, ensuring the back is signed
- 2) scan the NPC in colour
- 3) collate into a **single pdf** file and email to studentcompliance@westernsydney.edu.au.

Please contact us at studentcompliance@westernsydney.edu.au if you need further assistance.