Imperial Engineering Education
For An Innovative Tomorrow

Request for Personal Details change

This form is to be used by Offshore students wishing to change their personal details.

Part A: Personal Details	
Imperial Student ID:	
Title: First name(s):	
Family name:	Email:
Date of birth:	Contact No:

Course Details:	
Course code:	Course title:

Part B: Change of Name (documentary evidence must be provided)		
From which date will this change occur?		
Title:	First name(s):	
Family name:		
Degree name only:	Yes ☐ No ☐	Degree name will appear on your transcripts and parchment

Part C: Change of Address Details			
From which date will this change occur?			
Address type:	Home ☐	Mailing ☐	Business ☐
Address line 1:			
Address line 2:			
Address line 3:			
City / Suburb:		State :	
Country:		Postcode :	

Student Declaration	
Student Signature:	Date:

LODGING YOUR APPLICATION

Please lodge your application with Imperial Administration Office.

Original or certified copies of documentary evidence to support your change of name must be provided, this should include one of the following:

1. **Birth certificate**
2. **Current passport**
3. **Marriage/divorce certificate**
4. **National Registration Identity Card**

OFFICE USE ONLY

Imperial Administration Office – Authorised Personnel

Name:	Date :
Copy of ID included (original or certified copy must be sighted):	
Imperial Administration Office – PRISMS UPDATES	
Authorised Person	Date :