

GRADUATIONS

Official Name Change

Your formal name is used on your official degree certificate (your testamur) and in the graduation ceremony program. It must be your full legal name, as it appears on your birth certificate or passport.

Use this form to add or delete a name and/or change the spelling of your name as it is currently recorded by the University.

If you wish to change the *order* in which your names are presented, but do not need to add, delete and/or change the spelling of a name, please download and complete and submit the *Change of Formal Name Order form*.

Adding or deleting a name, or changing the spelling of a name, requires certified documentary evidence*.

Student ID:

Date of Birth:

Daytime phone:

Preferred email:

Current name details

Title: *Ms Miss Mrs Mr Dr Prof* Other (please specify):

Family name: First given name:

Other names:

New name details

Title: *Ms Miss Mrs Mr Dr Prof* Other (please specify):

Family name: First given name:

Other names:

I attach a certified copy of one of the following as documentary evidence* for a change of name:

passport

marriage certificate OR *decree nisi*

birth certificate

change of name certificate

Signature:

Date:

I hereby declare that I have submitted the required documents and authorise University of Melbourne staff to update my name details.

* Documentation - Original or Certified Copies?

When providing evidence of your name change, you may bring your original documentation to Level 1 Raymond Priestley Building where it will be copied and witnessed. The copies will be retained with your Change of Name application.

Alternatively, you can provide a certified copy of your documentation. A certified copy is a duplicate (or photocopy) of an original document, witnessed and Certified as an exact reproduction of the original by any of the following professionals:

- Justice of the Peace (see the Student Union information Centre)
- Bank Manager
- Member of State or Federal Parliament
- Barrister
- Dentist
- Police Officer
- Clerk of Courts
- School Principle
- Municipal Council
- Doctor
- Veterinary Surgeon
- Pharmacist
- Solicitor
- Notary

Please complete, print, and sign this form and submit it, along with your supporting documentation, to the Graduations Office at least four weeks prior to your ceremony date:

Mail

Graduations Office c/- Student Administration
Ground Floor East, Raymond Priestley Building
University of Melbourne VIC 3010

In person

Stop 1
757 Swanston Street
Parkville
Hours 9am to 5pm Monday to Friday

Electronic

Send completed form as an email attachment to sa-grads@unimelb.edu.au

graduations.unimelb.edu.au

unimelb.edu.au