

# GRADUATIONS

## Request to change the order of your formal name

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 if you need to update the order in which your formal name is recorded by the University.

Our standard name order is: GIVEN NAME OTHER NAME(S) FAMILY NAME

However, if you wish to *change* your name (this includes adding, deleting or changing the spelling of names), please download, complete and submit the [Official Name Change form](#).

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Student ID:

Date of Birth:

Preferred email:

Daytime phone contact:

Please write your names in the order you wish them to appear in the space below.

(Please note you cannot add or delete any of your names using this form)

Signature:

Date:

*I hereby declare that I authorise University of Melbourne staff to update my name details.*

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Please complete, print, and sign this form and submit it to the Graduations Office by one of the following methods at least six weeks before 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](mailto:sa-grads@unimelb.edu.au)