



## THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) RTO CODE: 41465 CRICOS PROVIDER CODE: 03485E

Head Office: Level 3, 84-86 Mary Street Surry Hills 2010 NSW Australia

TEL/FAX: +61 2 9119 3862 EMAIL: [enquiry@tmss.edu.au](mailto:enquiry@tmss.edu.au) WEBSITE: [www.tmss.edu.au](http://www.tmss.edu.au)

### Request to change personal details

#### Current Details

Student number: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Surname: \_\_\_\_\_

Title: Ms Miss Mrs Mr Dr

Given name(s): \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Change of name details

New title: Ms Miss Mrs Mr Dr Change effective from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

New surname: \_\_\_\_\_

New given name(s): \_\_\_\_\_

Changes to name details will require the student to provide documentary evidence that supports the change requested. Acceptable documentary evidence includes a Marriage Certificate or Deed Poll Declaration.

#### Change of residential address details

New residential address: \_\_\_\_\_

New suburb: \_\_\_\_\_ New postcode: \_\_\_\_\_



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# Request to change personal details

## Change of mailing address details

New mailing address: \_\_\_\_\_

New suburb: \_\_\_\_\_ New postcode: \_\_\_\_\_

## Change of contact details

New home phone: \_\_\_\_\_ New mobile phone: \_\_\_\_\_

### **OFFICE USE ONLY**

Date request received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supporting documents attached?      Yes      No

Supporting record updated?      Yes      No

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_