

## Change of Name Application Form

Complete this form if you have changed your legal name and need to notify the college of this change. Alternatively, if your name is misspelt, is in the wrong order, or if your middle name has been omitted please email [registrarsoffice@navitas.com](mailto:registrarsoffice@navitas.com).

### 1. Current Details

Student Number	
Title	
First Name	
Middle Name	
Family Name	
Date of Birth	
Email	
Contact Number	

### 2. New Details

Title	
First Name	
Middle Name	
Family Name	

**List of supporting documentation attached as evidence of change of name (see page two for documentation requirements):**


- I have read the instructions on this form and confirm I would like to have my name changed on my student record.
- I am aware that ACAP Student Handbook is available online at [www.acap.edu.au](http://www.acap.edu.au). By signing this form I acknowledge that I have read and understood the policies, procedures and terms set out in the ACAP Student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook, as amended from time to time.
- I declare that the information I have provided on this application is true and correct.

**X**

\_\_\_\_\_  
(Sign here)

\_\_\_\_\_  
(Date)

Please scan and email to [registrarsoffice@navitas.com](mailto:registrarsoffice@navitas.com), fax to 02 9964 6370, post to Locked Bag 11, Strawberry Hills NSW 2012, or return this application and supporting documentation to the Student Experience Team at your relevant campus.

## Acceptable Proof of Identity Documentation

Documentation must comply with the following:

- Total at least 100 points of identification
- At least one document must be photo identification
- At least one document must show your current address
- At least one document must show your signature
- If your documentation is not in English it must be accompanied by an official translation

### **1. Primary Documentation – Applicant must provide at least one document from this category:**

#### **70 points**

- Birth Certificate, extract or birth card
- Citizenship Certificate
- Current Passport
- Current Australian Visa
- Change of Name Certificate

### **2. Secondary Documentation – Only one document from each of the below categories may be used for the remaining 30 points required:**

#### **40 points**

- Current Australian Driver's Licence
- Current identification card issued to a public employee
- Current Proof of Age Card
- Current identification card from another educational institution

#### **35 points**

- Mortgage Papers
- Employment records or PAYG Payment Summary issued within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia

#### **25 points**

- Marriage Certificate
- Divorce Papers
- Current EFTPOS or credit card
- Current Medicare Card
- Electoral Enrolment
- Rates or Utility Notice issued within the last 12 months
- Record from a financial institution
- Current Tenancy Agreement of Lease
- Educational Certificate issued within the last 10 years
- Registration Certificate from a Professional Board

### **3. Additional Required Documentation – Applicant must provide this document in addition to the 100 points of identification**

- Screen shot of their myGov portal showing full name – required as proof that the applicant has also changed their name with the Australia Taxation Office for VET Student Loans and FeeHelp purposes.