

Update Address/Name Form



- Address and phone number changes can be made online by logging into SIMO
- All requests to update name(s) must be submitted with the three documents listed below:
 1. Proof of name change (Marriage Certificate, Notification of Name Change, Drivers Licence or Passport)
 2. Proof that your new name has been updated on your USI account. This proof can consist of a screenshot of your personal details on the USI Student Portal
 3. Proof that your new name has been updated with the Australian Tax Office (ATO). This proof can be a screenshot of your ATO Personal Details page. You must remove your TFN before providing your proof to ECU
- This advice is deemed effective from the date received by the University

STUDENT DETAILS				
Student Number				
Current Surname				
Current Given Name/s				
Preferred name				
I want to update my name				
Title (e.g. Mr., Mrs. etc.)				
New Surname				
New Given Name/s				
New Preferred name				
I have attached all three required documents: <ol style="list-style-type: none"> 1. documentary evidence of name change 2. a screenshot of my USI record 3. a screenshot of my ATO details 				
I want to update my address				
New Correspondence Address (Postal Address)	Address Line 1			
	Address Line 2			
	Address Line 3			
	Suburb/City		State	
	Country		Post Code	
New Home Address (Residential Address)	Address Line 1			
	Address Line 2			
	Address Line 3			
	Suburb/City		State	
	Country		Post Code	
Student's Signature			Date	

Completed form is to be returned to [Student Hub](#)

STUDENT HUB USE ONLY			
Required documentation has been provided			
Processed by		Date	