

Change of Address/Name Notification

- Address and phone number changes can be made online by logging into SIMO
- All name change request 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 Family Name		Current Given Name/s	

I wish to change my name

New Family Name		New Given Name/s	
Title (Mr/Mrs/Ms etc.)		Preferred Name	
<input type="checkbox"/> 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 wish to change 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			
Phone Numbers	Home		Work		Mobile	

Student's Signature		Date	
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Completed form is to be returned to [Student Hub](#)

Student Hub Use Only

<input type="checkbox"/> Required documentation has been provided	Processed By		Date	
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