

CHANGE OF CONTACT DETAILS FORM

To update your contact details with the College, students can **submit this form to Think: Student Services**. Please only complete the Personal Details that have changed and leave all other fields blank. You should ensure your mail is forwarded to your new address. It is your responsibility to ensure the College has your most current details within 7 days of any change. For details on how we protect the privacy of your personal details and who we may be required to share your personal information with, please see our *Student Policy and Procedure* online at www.think.edu.au/policiesandforms.

OVERSEAS STUDENTS: If you are an overseas student in Australia, please ensure you fill out the DIAC form 926 with any changes to your contact details or passport. This is your responsibility and a condition of your student visa requirements. You can get a copy of Form 926 from Think: Student Services or online at www.immi.gov.au

PERSONAL DETAILS

Family Name: (Surname) First Name:

Student ID #: Course Name:

CHANGE OF DETAILS *(Please tick the details to be updated below)*

1) **Address** *(Please tick the type of address to be changed and write the new details below)*

New	Mailing Address	Residential	Overseas
Address Line 1			
Address Line 2			
City	State		
Postal Code	Country		

2) **Phone or Personal Email Address** *(Please write the new details below)*

Home	Mobile
Email	

3) **Emergency Contact Details** *(Please write the new details below)*

Address Line 1			
Address Line 2			
City	State		
Postal Code	Country		
Home Phone	Mobile Phone		

4) **Name Change** *(SUPPORTING DOCUMENTATION MUST BE ATTACHED)*

DECLARATION

I declare that the information I have provided on this form is true and correct.

Signature: Date:

Office Use only			
Received by		Received Date	
All documents claimed by applicant have been sighted and are attached		YES	NO

