

Hays International College

CRICOS Number 02790D

Provider Number 21838



Change of Personal Details form

Please complete this in BLOCK LETTERS:

This form must be completed to inform the College of any change of details and then submitted to the HIC Student Administrator.

Please check your updated details carefully as it is your responsibility to ensure that these are correct.

Please read carefully

1. Mailing address is the address at which you wish to receive mail in Australia. You must specify a start date which is the date this address takes effect. The end date must be specified if you no longer wish to receive mail at this address after such date. **International students must nominate a mailing address if different to their residential address in Australia.**

2. Residence in Australia is your current residential address in Australia. It may be the same as your mailing address and specify a start date to activate this address. **International students must nominate a current address in Australia.**

3. Residence Overseas is a residential overseas address. **International students must nominate a current overseas address.**

Personal details *(Please complete in BLOCK LETTERS)*

Family Name or Surname: _____

Given Name(s): _____

Date of Birth: _____ / _____ / _____

Student ID No. _____

Complete relevant section(s) below:

Part 1 - Mailing address *(Please complete in BLOCK LETTERS)*

Number & Street: _____

Suburb / Town: _____

State: _____ Postcode: _____

Email address: _____

Country (if not Aust.): _____

Telephone (AH): _____ Mobile: _____

Start date: _____ End date: _____

Part 2 - Residence in Australia

(Complete in BLOCK LETTERS only if address is different to Mailing address - Part 1)

Number & Street: _____
Suburb / Town: _____
State: _____ Postcode: _____
Telephone (AH): _____ Mobile: _____
Start date: _____ End date: _____

Part 2- Residence Overseas

(Complete in BLOCK LETTERS only if address is different to Mailing address - Part 1)

Number & Street _____
Suburb / Town: _____
State: _____ Postcode: _____
Country (if not Aust.): _____
Telephone (AH): _____ Mobile: _____
Start date: _____ End date: _____

Declaration

I declare that the information that I have provided on this form is correct. I will notify HIC immediately of any further change in my personal details.

Student's signature _____ Date _____

NOTE: This form is to be kept in the Student file at HIC.

<i>For Office use only:</i>	
<i>Form received by (initials)</i> _____	<i>Date</i> _____
<i>New details entered in PRISMS by (initials)</i> _____	<i>Date</i> _____
<i>New details entered in WiseNET by (initials)</i> _____	<i>Date</i> _____