



# Request to change personal details

## THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) / RTO CODE 41465 / CRICOS  
CODE 03485E Level 3, 55-57 Wentworth Avenue Sydney NSW 2000 Australia **TEL/**  
**FAX:** +61 2 9119 3862 **EMAIL:** enrol@tmss.edu.au **WEBSITE:** www.tmss.edu.au

### Current Details

Student number: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Surname: \_\_\_\_\_ Title: Ms Miss Mrs Mr Dr  
Given name(s): \_\_\_\_\_  
Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Change of name details

New title: Ms Miss Mrs Mr Dr Change effective from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
New surname: \_\_\_\_\_  
New given name(s): \_\_\_\_\_

Changes to name details will require the student to provide documentary evidence that supports the change requested. Acceptable documentary evidence includes a Marriage Certificate or Deed Poll Declaration.

### Change of residential address details

New residential address: \_\_\_\_\_  
New suburb: \_\_\_\_\_ New postcode: \_\_\_\_\_



# Request to change personal details

## THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) / RTO CODE 41465 / CRICOS  
CODE 03485E Level 3, 55-57 Wentworth Avenue Sydney NSW 2000 Australia [TEL/](tel:+61291193862)  
[FAX: +61 2 9119 3862](mailto:enrol@tmss.edu.au) [EMAIL: enrol@tmss.edu.au](mailto:enrol@tmss.edu.au) [WEBSITE: www.tmss.edu.au](http://www.tmss.edu.au)

### Change of mailing address details

New mailing address: \_\_\_\_\_

New suburb: \_\_\_\_\_ New postcode: \_\_\_\_\_

### Change of contact details

New home phone: \_\_\_\_\_ New mobile phone: \_\_\_\_\_

#### OFFICE USE ONLY

Date request received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supporting documents attached?    Yes    No

Supporting record updated?    Yes    No

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_