



CHANGE OF PERSONAL DETAILS FORM

Family name _____ Date of Birth _____

Given name/s _____

Email _____ Date change took effect _____

Name of your Current Course and Code _____

DETAILS OF THE CHANGE:

Change of address Change to phone number

Name change Change to email address

Other

OTHER INFORMATION (IF ANY)

NEW DETAILS:

I declare the above information to be true and correct.

Student signature: _____ Date: _____

FOR OFFICE USE ONLY

Student Contact Details Updated in Database Yes No

Student Contact Details Updated in Vettrak Yes No

Student Contact Details Updated in PRISMS Yes No

Admin Staff Signature

Date

IMPORTANT NOTICE!!

- **This form MUST be submitted in the Reception to avoid loss or delay in processing of this Application.**
- **Ensure that all the supporting documents (if applicable) are attached with this application.**