



## CHANGE OF STUDENT DETAILS FORM

STUDENT DETAILS			
*Family Name		*First (Given) Name	
*Student ID		*D.O. B	
*Passport No.-		Current Course	
UPDATED DETAILS (ONLY ADVISE THE ITEMS THAT HAVE CHANGED)			
Family Name		First (Given) Name	
Address (Include City State, Country, and Postcode)			
Overseas Address (Include City State, Country, and Postcode)			
Mobile Phone: Phone: Work <input type="checkbox"/> Home <input type="checkbox"/> Other <input type="checkbox"/>			
Email address:		*Passport No.- <small>*(Please attach evidence)</small>	
Visa Details:		THERE IS NO CHANGE <input type="checkbox"/> (No need to complete further details) <b>(Sign the reverse side &amp; return to the office)</b>	
EMERGENCY CONTACT DETAILS			
Emergency Contact Name		Relationship	
Emergency Contact Address (Include City State, Country, and Postcode)			
Emergency Contact Mobile Phone- Phone: Work <input type="checkbox"/> Home <input type="checkbox"/> Other <input type="checkbox"/>			
Emergency Contact Email			
PLEASE SIGN AND RETURN TO THE COLLEGE			
Student Signature			Date
OFFICE USE ONLY			
Received By			
Student Database Management updated	<input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> NR		
Sign:	Date:		
PRISMS Updated	Date		
Comment:			
Sign:	Date:		

Version: V 3.0 Sep 2024	Change of Students Details Form	Last Reviewed: September 2024	Approved by: CEO
Melbourne College of Business and Technology RTO Code: 45217 CRICOS Provider Code: 03631M	Created Date: May 2020	Level 9,190 Queen St, Melbourne Australia +61 3 9018 5699 Enquiry@mcbt.vic.edu.au www.mcbt.vic.edu.au	