

Department	Vocational Education and Training	
Quality Controlled Document No. & Title	(j)	Change of Student Details Form
Version	1.0	
SRTOs 2025 ESOS National Code 2018	Clause 7.5 Standard 3	



Author	RTO CEO	
Approved	RTO CEO	
Authorised	RTO Academic Board	
Distribution	Internal	RTO Administration
	External	N/A

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

### CHANGE OF STUDENT DETAILS

**What has changed?**

- Address, in Australia, and/or in your home country**
- Telephone/Mobile number**
- Email address**
- visa requirements**
- Personal circumstances**
- Other, please specify:**  
\_\_\_\_\_

**Provide information about the change(s) (attach additional pages, documents if necessary)**

**Submit this form to Student Administration**

**Office Use Only**

- Change(s) entered on Student Management System**
- Change(s) entered on PRISMS, where required**
- RTO personnel notified via email, where required**
- External agencies notified, where required**
- Student provided with confirmation of change(s) made**

**Authorised Officer (print name)** \_\_\_\_\_

**Authorised Officer (signature)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**