

STUDENT CHANGE OF ADDRESS AND CONTACT DETAILS FORM

You must keep the College up to date with contact details. **THIS IS A STUDENT VISA CONDITION.**
The quickest way to do this is for you to go into the Student Portal and update your details online.
Or you can fill in this form, fax or hand it in at the College counter.

YOUR OLD / CURRENT CONTACT DETAILS

NAME		STUDENT NO.	
OLD PHONE NUMBER			
OLD EMAIL			
OLD POSTAL ADDRESS			
OLD MOBILE PHONE NUMBER			

YOUR NEW / UPDATED CONTACT DETAILS

NEW PHONE NUMBER	
NEW EMAIL	
NEW POSTAL ADDRESS	
NEW MOBILE PHONE NUMBER	

Student Signature: _____ **Date:** _____

THANK YOU VERY MUCH

PLEASE HAND THIS FORM IN PERSONALLY OR FAX TO THE OFFICE

STAFF USE ONLY

Received on		Follow up by			
Records Updated by		Checked by		Date Checked	
Approved by:					