

## How to complete and submit this form

This form is to be used by students (excluding exchange and study abroad students) who are currently enrolled in Victoria University and wish to change their major or minor for their course. To change your major or minor, students must seek College recommendation.

If you are an onshore student please submit this form to VUHQ ([vu.edu.au/vuhq](http://vu.edu.au/vuhq)) or via RightNow. If you are an offshore student please submit this form to [offshoreadmin@vu.edu.au](mailto:offshoreadmin@vu.edu.au) once completed.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

|                        |                      |                  |                      |
|------------------------|----------------------|------------------|----------------------|
| Title                  | <input type="text"/> | Family name      | <input type="text"/> |
| Given names            | <input type="text"/> | Student ID       | <input type="text"/> |
| Date of birth          | <input type="text"/> | Country of birth | <input type="text"/> |
| Country of citizenship | <input type="text"/> |                  |                      |
| Phone                  | <input type="text"/> | Email            | <input type="text"/> |

## 2. CURRENT ADDRESS

|                   |                      |                   |                      |
|-------------------|----------------------|-------------------|----------------------|
| Number and street | <input type="text"/> |                   |                      |
| Suburb/town       | <input type="text"/> | State             | <input type="text"/> |
| Country           | <input type="text"/> | Postcode/ZIP code | <input type="text"/> |

## 3. COURSE DETAILS

What course are you currently enrolled in?

|              |                      |             |                      |
|--------------|----------------------|-------------|----------------------|
| Course title | <input type="text"/> | Course code | <input type="text"/> |
|--------------|----------------------|-------------|----------------------|

## 4. MAJOR / MINOR DETAILS

What major/minor are you currently enrolled in?

| Current major / minor name | Major / minor code   |
|----------------------------|----------------------|
| <input type="text"/>       | <input type="text"/> |
| <input type="text"/>       | <input type="text"/> |
| <input type="text"/>       | <input type="text"/> |

What change are you requesting? I want to change my major/minor to:

| New major / minor name | Major / minor code   |
|------------------------|----------------------|
| <input type="text"/>   | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> |

Reason for change of preference

## 5. STUDENT DECLARATION

- I declare that all information supplied on this form is true and correct.
- I have obtained College recommendation and have attached all supporting documentation required.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of Victoria University.

Signature

Date

### OFFICE USE ONLY

#### College recommendation

Application approved  Application denied

Staff name

Reason for recommendation (mandatory)

Signature

Date

#### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

## CONTACT US

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Tower
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee