



Change of entry application – name change request

*Required to be filled/completed

Please note:

1. It usually takes between five to seven working days to process an application.
2. This form is to be used in conjunction with a Copy of Results Application.


Applicant details	
Student identification number (8 digits, if known):	
Last name:*	
First name:*	Date of birth:*(dd/mm/yyyy)
Previous last name:*	
Previous given name:*	
Postal address:*	
Suburb:*	Postcode:*
Phone:	Mobile:
Email:	
Name of Western Australian school attended:	
Please tick this box if you obtained the results as a non-school candidate or private candidate: <input type="checkbox"/>	
There is a once off fee of \$60.00 for an entry change. This covers School Curriculum and Standards Authority issued documents including, but not restricted to the WACE Certificate; Statement of Results (with course reports); the WA Statement of Student Achievement (with course reports); TAE Statement of Marks; Certificate of Education; or Leaving Statement.	
Checklist*	
This application must be supported by proof of identity. Please tick off and provide the items listed below.	
<input type="checkbox"/> Copy of photo identity (driver's licence / passport)	
<input type="checkbox"/> Copy of Birth Certificate	
<input type="checkbox"/> Copy of Change of Name Certificate / Deed Poll Notice etc.	
<input type="checkbox"/> Copy of Results Application Form	
Applicant signature and date*	
Signature _____	Date _____ (dd/mm/yyyy)

Applicant signature and date* Payment in Australian dollars only

1. Credit card (MasterCard/VISA only)

Use this link to pay by credit card: <https://www.bpoint.com.au>

Note: print and attach the receipt generated after payment has been approved.

	<p>Biller Code: 758003 Ref: Please enter your eight digit Western Australian student number (WASN). If you don't know your WASN, please use 12345678</p>
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2. Telephone and internet banking

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

	<p>Biller Code: 758003 Ref: Student Number or 12345678</p> <p>Telephone & Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au</p>
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Important: a copy of the BPay receipt must be attached to your completed application as proof of payment.

3. EFTPOS in person – School Curriculum and Standards Authority Office

Level 2 Reception – 303 Sevenoaks Street, Cannington WA 6107
 Government building opposite the Cannington Train Station, parking on Grose Ave.

4. Money order

Personal cheques and bank drafts in foreign currency are not accepted. Money orders must be in Australian dollars and made out to 'School Curriculum and Standards Authority'. Available from Australia Post outlets.

Office use only

Initial

Initial

Request received:			Data Team request		
ICT request			Completed		