



Gauteng City College

Change of Personal Details Form – 2025

Instructions:

Complete this form and submit it to the Registrar's Office. Attach a certified copy of your ID or supporting documents where applicable. Changes may take up to 5 working days to reflect.

Student Information

Field	Details
Full Name (Current)	
Student Number	
Programme of Study	
Year of Study	
Contact Number	
Email Address	

Details to be Updated

Field	Current Information	New Information
Full Name		
ID/Passport Number		
Contact Number		
Email Address		
Residential Address		
Emergency Contact Name		
Emergency Contact Number		

 **Supporting Documents**

Requirement	Attached
Certified ID/Passport Copy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Address (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

 **Declaration**

I hereby request an update to my personal details and confirm that the information provided is accurate. I understand that falsified information may result in disciplinary action.

Signature: _____

Date: _____

 **Office Use Only**

Field	Details
Received By	
Date Received	
Approved By	
Date Approved	
Notes	