



# 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

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### 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:** \_\_\_\_\_

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### Office Use Only

Field	Details
Received By	
Date Received	
Approved By	
Date Approved	
Notes	