

STUDENT SERVICES CENTRE Block 1, Level 1

UPDATE/ AMENDMENT OF STUDENT'S PARTICULARS

- Note: 1. It is important for the personal data of students to be kept accurate and updated at all times as such information will affect NIE's administration of a student's needs during the period of his/her study in NIE. Students should therefore keep Office of Academic Administration and Services (OAAS) updated of any changes in personal particulars by completing this form.
2. Please present **originals and photocopies** for verification at Student Services Centre (SSC), Office of Academic Administration & Services for changes to Name, NRIC/Passport/FIN number and Citizenship.

Name : _____ Programme : _____
(Mr/Miss/Mdm/Mrs)*

NRIC Number : _____ Specialisation : _____

Year of Study : 1 / 2 / 3 / 4 / Not Applicable* Intake (Month/Year): _____

*Delete accordingly

Part A: Change of Name

Present student card, original and photocopy (front only) of NRIC AND Deed Poll showing the new name.

Name (As in NRIC/ Passport)	EXISTING	NEW

Part B: Change of NRIC / Passport / FIN Number

Present student card, original and photocopy (front only) of new NRIC or Passport or FIN card.

NRIC/ Passport/ FIN Number	EXISTING	NEW

Part C: Change of Citizenship

Present student card, original and photocopy of:

- Pink NRIC (front only) or;
- Singapore Passport or;
- Certificate of Singapore Citizenship

Citizenship	EXISTING	NEW

Date of Issue : _____

PTO

Part D: Declaration**Personal Data Protection**

1. I hereby authorize NIE to update my particulars as indicated on this form.
2. I hereby declare that all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required may at NIE's discretion, render this application invalid and NIE may decline to update the personal information.
3. I hereby agree to inform NIE if there is any change in any of the details I have provided to NIE in this application. I understand and agree that it is my sole responsibility to inform and update NIE of any changes to my personal information. I hereby agree to indemnify and absolve NIE of any liability arising out of any use and/or disclosure by NIE of any inaccurate or incomplete information due to my failure to update NIE promptly of any changes to my personal information.
4. I understand, acknowledge, agree and consent that:
 - a) National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:
 - i) Processing, handling and/or dealing with this application.
 - ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me.
 - iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages.

Acknowledged by Student

Name

Signature

Date