

## CHANGE/UPDATE OF PERSONAL PARTICULARS NOTIFICATION FORM

Please complete the necessary fields below if there are any changes to your home address, contact details and/or priority of preferred contact person. You can submit this form to Student Services or email a copy to [studentservices@nexus.edu.sg](mailto:studentservices@nexus.edu.sg) for it to be processed within 2 – 3 working days.

**Name of Student(s):** \_\_\_\_\_

Date of Request : \_\_\_\_\_

Full Name: \_\_\_\_\_ Class: \_\_\_\_\_

Full Name: \_\_\_\_\_ Class: \_\_\_\_\_

Full Name: \_\_\_\_\_ Class: \_\_\_\_\_

Full Name: \_\_\_\_\_ Class: \_\_\_\_\_

**Fill in information to be updated as appropriate:**

**Father's Name:** \_\_\_\_\_ Profession: \_\_\_\_\_

Phone / Mobile #: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Please tick if you wish to change this to your preferred point of contact  
 Yes  No

**Mother's Name:** \_\_\_\_\_ Profession: \_\_\_\_\_

Phone / Mobile #: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Please tick if you wish to change this to your preferred point of contact  
 Yes  No

**Guardian's Name\*:** \_\_\_\_\_ Profession: \_\_\_\_\_

Phone / Mobile #: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

*\* For change of guardianship, please include a copy of the new guardian's NRIC.*

Please tick if you wish to change this to your preferred point of contact  
 Yes  No

**Learner's Name:** \_\_\_\_\_

Phone / Mobile #: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Hostel\*: \_\_\_\_\_ Contact Person & Mobile #: \_\_\_\_\_

*\*if applicable*

FOR OFFICIAL USE ONLY

Received By (Name and Signature)

Date

Recorded By (Name and Signature)

Date