



Change of Student Name or Date of Birth

INSTRUCTIONS:

This form should be used if the student wishes to inform ACBT of a change of Name or Date of Birth (DOB) if different to the initial Application Form.

I wish to amend the following information in ACBT system (Please ✓)

1) Name

2) DOB

Old Information :

New Information:

Reason for Change:.....

.....

Student ACBT ID :..... Course:

Student Name :.....

Date :..... Student Signature:.....

I have submitted the following documents. (Please ✓)

1) Birth Certificate
2) NIC or Passport

You may be called upon to submit both of above or any other additional documents

This form should be completed and handed over to **Student Records**.
Student Records Division will update the information within 07 working days.

For Official Use

Prepared By Approved by Head of Finance Approved by the Principal/Deputy Principal

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Date:/...../..... /...../..... /...../.....

Changes to the System Done by:..... Change to the system done on:/...../.....

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Receipt of change of Student Name at the Student Records

Student ID :.....

Received Date :..... Signature of Officer