Before getting your Student ID Card

Before getting your Student ID Card please ensure you have:

1. Accepted your offer and are enrolled into classes
   
   You can log in to check your enrolment in myUNSW. You will be able to request your ID card the following working day after enrolling into classes.

   myUNSW> My Student Profile > Enrolment > Update Your Enrolment

   Further information available on these enrolment pages.

2. Checked your full legal name is registered on your myUNSW record

   Your name as it appears on your identity documentation will need to exactly match your Formal name on your myUNSW record.

   myUNSW> My Student Profile > Personal Details > Name

   Your Formal name will be listed under the Current Name Data section.

   If your name is incorrect you will be required to complete and submit a Correction of Personal Details PDF form with a certified copy of your documentary evidence to have your name updated on your record.

   You may be able to email Student Central with your request. Some conditions apply. For further information see our FAQs section.

3. Additional requirements for Domestic Students

   If you are a new Domestic student and you are eligible to access Commonwealth Support you will be required to provide proof of your citizenship or residency status prior to being issued with your ID card.

   Accepted evidence includes a copy of your:
   - Australian birth certificate, passport or certificate of citizenship (Australian Citizens)
   - Passport and Visa letter or label (Australian Permanent Residents)
   - New Zealand passport (New Zealand Citizens)

   Your evidence can be submitted via email to Student Central. For further information see our FAQs section.

Getting your card
Here you can find information on how to get your Student ID Card for:

**All UNSW students**

Information for all students (except Distance/ADFA students).

You will be able to obtain your Student ID Card at the commencement of your studies following accepting your offer and enrolling into classes.

You can choose to

- Upload your own photo via the [Student ID Self-Service portal](#). You will receive email confirmation when your ID card is ready for collection. (During the Getting Started period only).
- Present in person to have your photo taken at the ID cards service located in the UNSW Main Library during the Getting Started period. Outside the Getting Started period ID Cards will be available from Student Central.

When you present to collect your ID card you will be required to provide the following proof of identity:

- 7 digit Student ID number (zID) and
- Valid Photo ID (accepted ID includes: passport, drivers licence, NSW photo card).
- If you are a new Domestic student eligible to access Commonwealth Support you will also be required to provide proof of your citizenship or residency status if you have not already done so*.

*You may be required to provide additional documentation if your Photo ID documentation does not verify your citizenship or residency status. See the above Additional Requirements for Domestic Students section for information on accepted evidence.

**Distance students**

To request your ID card complete and email this [Distance Student ID Card Application Form](#) (PDF, 328k, 2 pages) to student.id@unsw.edu.au

You will need to attach:

- passport sized photo*;
- certified copy of your photo ID (accepted ID includes: passport, drivers licence, NSW photo card).
- if you are a new Domestic student eligible to access Commonwealth Support you are also required to provide proof of your citizenship or residency status if your photo ID documentation does not verify your status.

* What is considered an acceptable photo?

Your photo must meet the following criteria to be used on your Student ID Card.

- Good quality, colour photo, less than six months old
- Clear, focused image with no marks or ‘red eye’
- No shadows or reflections with appropriate brightness and contrast to show skin tone naturally
- Plain white or light grey background that contrasts with your face
- No hat, no sunglasses
- Leave reasonable space around the face area
- Hair off the face so that the edges of the face and eyes are clearly visible
- Face looking directly at the camera and not tilted in any direction

For further information please see the [Passport photo guidelines](#) page.

**ADFA students**
Information for ADFA / UNSW Canberra students.

Information on obtaining your ADFA card is available via log in to the ADFA Student Gateway.