Here you can find information for new commencing students about getting your Student ID Card.

**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**

Log in to myUNSW to check your enrolment. You will be able to request your ID card 24 hours after enrolling into classes.

Further information available on these enrolment pages.

**2. Prepare your identification documents**

When presenting in person to request your ID card in person you will need to bring with you one or more forms of valid identification documentation.

Your identity documentation will be used to verify your identity and support any necessary changes to your personal details on your UNSW record.

**Your name on your UNSW record.**

Your name as it appears on your identity documentation will need to exactly match your formal name on your UNSW record. This must include all middle names.

What should I do if my full legal name is not registered on my UNSW record?

When requesting your ID card you will need to check your name on your UNSW record is correct. If your name is incomplete or incorrect (i.e. your middle name is missing or there is a typo in your name) you will be able to correct this as part of the online ID card application process. You will need to upload valid identification documentation to support any changes.

**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 upload proof of your citizenship or residency status when requesting your ID card online.

Accepted evidence includes a copy of your:

- Australian birth certificate, passport or certificate of citizenship (Australian Citizens)
- Other Passport and Australian Visa letter or label (Australian Permanent Residents)
- New Zealand passport (New Zealand Citizens)

**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.

**Commencing your studies in Semester 2, 2018?**

Information on how to obtain your ID Card will be available soon. Please check back in early May 2018 for further details.

Please ensure you read and follow the information provided in the above section carefully before requesting your Student ID Card.

**Distance students**

Information for students studying by distance.

To request your ID card complete and email this [Distance Student ID Card Application Form (PDF, 320k, 2 pages)](mailto:student.id@unsw.edu.au) 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 of 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](https://student.unsw.edu.au/id-card-new-students) page.

**UNSW Canberra Students**

Information for ADFA / UNSW Canberra students.

Information on obtaining your UNSW Canberra card is available via log in to the [ADFA Student Gateway](https://student.unsw.edu.au/id-card-new-students)