WHEN TO USE THIS FORM

THIS FORM IS ONLY TO BE USED BY DISTANCE STUDENTS WHO ARE UNABLE TO ATTEND CAMPUS TO OBTAIN AN ID CARD.

- You must wait at least 24 hours after enrolling in classes before submitting your request for an ID card.
- Applications must be submitted via email with the appropriate supporting documents attached. Incomplete applications cannot be processed.
- If you are requesting a replacement ID card you will need to make a payment of $25.00 and provide your receipt number for your payment. Payments can be made online via: webpay.fin.unsw.edu.au (Navigate to Other Student Payments > Facilities Management > ID Cards)
  No payment is required if:
  - your card has been stolen and you provide a police report
  - your card has expired and you attach photo of old card
  - you have changed your name and you return your card to The Nucleus: Student Hub
- If the name on your photo identification does not match the name on your UNSW student record, your UNSW records will be updated to match the documentation you have provided where a minor name change is required.
- A minor name change includes the addition of a middle name, a spelling correction or a change of name order.
- Please allow 1-2 business days for your request to be processed. We will notify you via email once your ID card has been posted.

If you have any questions, please contact The Nucleus: Student Hub on 02 9385 8500

INSTRUCTIONS

Personal information collected in this form will be managed in accordance with the UNSW Student Privacy Code of Practice [https://student.unsw.edu.au/privacy]

Please follow the steps below to complete your request:

☐ You must attach documentary evidence to enable the University to fulfil its obligations under applicable privacy laws. Refer to the Documentary Evidence section below for further information and a list of accepted identity documentation.

☐ New Domestic Students only: If you are eligible to access Commonwealth Support you will also be required to provide proof of your citizenship or residency status if the photo identification documentation does not verify your citizenship or residency status.

☐ You must read and sign the Declaration section. Forms not signed by the Student cannot be processed.

☐ Email completed form with certified documentation to student.id@unsw.edu.au. Please ensure you attach a recent colour passport style photo of yourself in JPEG. Please do not submit a PDF file.

For information on what is considered an acceptable photo see: student.unsw.edu.au/id-card-faq

DOCUMENTARY EVIDENCE

If you are using Australian Commonwealth or State Government issued documentation to support your request, UNSW can verify and confirm the validity of your documents via the Document Verification Service (DVS) managed by the Commonwealth Attorney-General’s Department (subject to you providing consent for the University to do so). Information on the DVS is available at www.dvs.gov.au

The following documents can be verified via the DVS.

- Australian Birth Certificate
- Australian Driver Licence
- Australian Change of Name Certificate
- Australian Marriage Certificate
- Australian Passport
- Australian Visa Grant Notice and International Passport
- Australian Change of Name Certificate
- Both an Australian Drivers Licence and an Australian Birth Certificate
- Both an Australian Drivers Licence and an Australian Citizenship Certificate
- Both a Passport and an Australian Visa Letter or Label
- New Zealand Passport

You must provide certified documentary evidence if the documentation you are using cannot be verified via the DVS or you do not consent to your documentation being verified via the DVS.

For information on who can certify your documentation see: www.unsw.edu.au/document-certification

Approved documentary evidence for commencing student cards includes one of the below documents or document combinations.

- Australian Passport
- Both an Australian Drivers Licence and an Australian Birth Certificate
- Both an Australian Drivers Licence and an Australian Citizenship Certificate
- Both a Passport and an Australian Visa Letter or Label
- New Zealand Passport

For information on who can certify your documentation see: www.unsw.edu.au/document-certification

Approved documentary evidence for replacement cards includes one of the below documents.

- Australian Passport
- Australian Photo ID Card
- Australian Driver License
- Both a Passport and an Australian Visa Letter or Label

Please be aware that if you provide falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you should be aware of your obligations and responsibilities under the student code which can be found here: https://student.unsw.edu.au/conduct
Distance students

Student Card Application

SECTION 1: PERSONAL DETAILS

Family Name

First Name

Middle Name/s

Date of Birth
(dd/mm/yyyy)

Student ID

SECTION 2: MAILING ADDRESS

Street name

Number

Suburb

Post code

State

Country

SECTION 4: DECLARATION

Signature of Student

This form must be signed personally

Student ID

Date

OFFICE USE ONLY:

Certified photo identification or DVS consent provided provided? Y ☐ N ☐ DVS reference no: ____________________________

Lost/Stolen/Damaged Cards: payment received or Police report no. provided? Y ☐ N ☐ Receipt no.______________Police Report no.______________

Name change/Expire card: Photo of old card provided? Y ☐ N ☐

Name in SiMs matches photo identification provided? Y ☐ N ☐ If no, has the minor name change been processed in SiMs? Y ☐ N ☐

If whole name change is required, date student advised? __________________________

Is the Student a New Domestic Student? Y ☐ N ☐ If yes, what type of proof of residency been provided? __________________________

Date ID card posted __________________________ Date student notified __________________________ Processed by __________________________

CRICOS Provider Code 00098G

05_04_2019