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 a student 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: https://webpay.fin.unsw.edu.au/OneStopWeb/FacilitiesManagement/tran

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 see Student Hub staff for details regarding other name changes.

- 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 8936 7003

INSTRUCTIONS

Please follow the steps below to complete your request:

☐ All students are required to complete Sections 1 to 5.

☐ Attach a certified copy* of your identity documentation. OR if applicable provide consent for UNSW to verify your identity documentation via the Document Verification Service (DVS). 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.

☐ Email completed form with certified documentation to student.id@unsw.edu.au. Please ensure you attach a recent colour passport style photo of yourself (jpeg)

☐ Form not signed by the Student cannot be processed.

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 or label
- Australian Driver Licence
- Australian Change of Name Certificate
- Both a Passport and an Australian Visa Letter or Label
- New Zealand Passport

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

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 in Australia see: https://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 Licence
- 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
SECTION 1: PERSONAL DETAILS

Family Name
First Name
Middle Name/s

Date of Birth (dd/mm/yyyy) / / 
Student ID

Email
Telephone

Program Code
Program Name

SECTION 2: REQUEST DETAILS

Please indicate the reason for submitting this request form:
☐ New card - commencing student
☐ Change of name (please return this card via post)
☐ Expired card (please attach photo of old card)
☐ Damaged card: Payment no: ___________________________
☐ Lost/Stolen ID card Payment no: ___________________________
☐ Stolen card Police report no: ___________________________

SECTION 3: MAILING ADDRESS

Number
Street name ___________________________
Suburb Post code ___________________________
Country ___________________________

SECTION 4: CONSENT TO VERIFY YOUR DETAILS VIA THE DOCUMENT VERIFICATION

If you are using Australian Commonwealth or State issued documentation to support your request UNSW can verify and confirm the validity of your documents via the DVS (subject to you providing your consent). These documents must be attached to this application.

☐ I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

If you do not wish to consent to verification via the DVS service, you will need to provide certified documentary evidence to support your request. Certification of documents will be accepted by UNSW approved certifying agencies. [https://www.unsw.edu.au/document-certification]

SECTION 5: DECLARATION

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates are correct.

I hereby authorise the University to amend my name on UNSW records where a minor name change is required to reflect my name exactly as it appears on the photo identity documentation I have provided.

Signature of Student ___________________________

Student ID ___________________________

Date / / 

OFFICE USE ONLY

STUDENT HUB STAFF TO COMPLETE:

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?
☐ ☐

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