REQUEST FOR STUDENT ID CARD
(OFF CAMPUS STUDENTS ONLY)

Please read before proceeding:

- This form may only be used by off-campus students. If you are on campus, please visit the Student Centre in Building 1 to request a Student Identification (ID) Card.
- A request will take approximately 10 working days to process.
- Your Student ID Card will be sent to your mailing address as current in the University’s student records. Please ensure your mailing address is correct on MyUC (under My Details > Addresses) and update if necessary.
- This request form will only be processed provided all criteria on the checklist have been met.
- A Student ID Card will be free of charge if:
  - you are a new student
  - you are a current student with a recent name change. Please ensure Student Services have updated your record accordingly and that you return your previous Student ID Card with this form.
- The replacement of lost, stolen or damaged Student ID Cards will incur a replacement fee of $10. Payments are made online at the following link: [http://www.canberra.edu.au/fbs/online-payments](http://www.canberra.edu.au/fbs/online-payments)

### PERSONAL INFORMATION

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<tr>
<th>Student Number</th>
<th>Given Name(s)</th>
<th>Family Name / Surname</th>
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<tr>
<th>Course Code</th>
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<tr>
<th>Signature</th>
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### REASON FOR STUDENT ID CARD REQUEST

- No previous Student ID Card requested or received.
- Previous card lost, stolen or damaged. Payment must be made first at [http://www.canberra.edu.au/fbs/online-payments](http://www.canberra.edu.au/fbs/online-payments)
- Change of name. Student ID Card replaced free of charge provided your previous card is returned with this form.

### VERIFY IDENTITY

You must provide the following with this form:

1) A passport style photograph.
   - The photo must be a colour, high-resolution JPEG file.
   - The background should be uniform and light-coloured.
   - You must be facing forward, with your head and shoulders clearly visible.
   - No photos with sunglasses or hats will be accepted. (With the exception of clothing worn for cultural or religious purposes).

For more information refer to this guide on [Australian passport photo requirements](#).

2) A certified copy of photo identification e.g. passport or driver’s licence. These copies must be certified as true by a Justice of the Peace (JP), Commissioner of Declarations (CD) or similar authority in your home country.

### CHECKLIST

Before returning this form, please ensure you have ticked each of the following boxes:

- Completed your personal details.
- Checked/Updated mailing address on MyUC
- Selected reason for request
- Made online payment for replacement ID (if applicable)
- Attached a passport style photo
- Attached certified copies of photo ID
- Attached previous ID card (if applicable)
- Signed Certification and Acceptance (on next page)
The University of Canberra is subject to the provisions of the Commonwealth Privacy Act 1988 and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities. After you leave the University, the University may approach you to seek financial or other support. Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission. The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University. They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Employment and Workplace Relations (DEEWR) as noted on your Government Statistics form;
- We disclose the personal information you have given in this application to DEEWR. DEEWR will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards, unless you request otherwise;
- We may publish your examination results and the award of a prize or scholarship, unless you request otherwise;
- Your data may be included in aggregate socio-economic data by the university for planning purposes;
- If you are an overseas student or permanent resident we give the Department of Immigration and Citizenship (DIAC), the Australian Agency for International Development (AUSAID) and DEEWR certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University. A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting Student Services on 1300 301 727 (Australia).

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my knowledge, is complete and correct. I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies. I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University’s obligations under the ESOS Act 2000 and the national code, available from http://deewr.gov.au/

I have read the Privacy Statement and Declaration on the back of this form and agree with all the conditions.

Signature: ____________________________  Date: ____________________________

Australia Government Higher Education Provider Number  00212K

Student Centre Contact Details
Postal Address: Student Centre, University of Canberra , Bruce, ACT Australia 2601
Phone 1300 301 727  Fax: +61 (0)2 6201 5040  Email: Student.Centre@canberra.edu.au

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