

Request for Student Identification Card (Off-Campus Students Only).

Please read before proceeding:

- This form may only be used by off-campus students—if you are an on-campus student, please visit the Student Centre in 1B150 to request a student identification (ID) card.
- A completed, **standard** request will take approximately ten working days to process and are **posted free of charge**. *Completed urgent treatment requests will be processed within one working day; a fee of \$10.00 applies for express domestic postage and a fee of \$20.00 applies for international express postage.*
- This request form will only be processed provided all criteria on the check-list on the reverse of this form have been met.
- A student ID card will be produced free of charge if:
 - you are a new student.
 - you are a current student and have changed your name. Please ensure Student and Academic Services have updated your record accordingly and that you return your previous ID card with this form.
 - you are a current student and you have updated your course completion date through the Online Student Information System (OSIS). Please return your previous ID card with this form.
- The replacement of lost, stolen or damaged student ID cards will incur a replacement fee of \$10.00. Payments may be made by cheque or money order payable to the University of Canberra (please include your name and ID number on the back of the cheque). You may also pay using a credit card by completing the details on the back of this form. *Requests will not be processed unless accompanied by a valid payment method—please do not send cash.*
- Your student ID card will be sent to your mailing address as current in the University's student records—please check your mailing address is correct on OSIS and update if necessary.

Personal Information

Student ID No.	Family Name or Surname	Given Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Code	Course Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student's Signature	Date	Contact Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your address has changed, please update your details on OSIS under 'Addresses' before submitting this request.

Reason For Student Identification Card Request

Reason for request (please tick applicable box):

- No previous student identification card requested or acquired.
- Previous card lost, stolen or damaged. Your request must be accompanied by a \$10.00 replacement fee.
- Course completion date amended - ID card replaced free of charge provided your previous ID card is returned with this form.
- Change of Name - ID card replaced free of charge provided your previous ID card is returned with this form.

Australia Government Higher Education Provider Number 00212K

Personal information collected by the University is subject to the Commonwealth Privacy Act 1988

Postal Address: University of Canberra ACT 2601 Australia Location: University Drive Bruce ACT
Telephone: 1300 301 727 Facsimile: +61 (0)2 6201 5391 www.canberra.edu.au

Verify Identity

In order for an ID card to be produced, you must provide the following with this form:

1, A passport-sized photograph—this photograph must be certified to be a true and current image by a Justice of the Peace (JP), Commissioner of Declarations (CD) or similar authority in your home country.

(Please do not use staples.)

2, A copy of two official forms of identification—these copies must be certified as true copies by a Justice of the Peace (JP), Commissioner of Declarations (CD) or similar authority in your home country.

Attach passport sized photo here:

Payment and Postage Details (If Required)

Please tick applicable box:

- Standard delivery (free of charge, please allow ten working days for delivery).
- Urgent Treatment Service—Domestic Express postage (\$10.00—request processed and posted within one working day).
- Urgent Treatment Service—International Express postage (\$20.00—request processed and posted within one working day)
- Replacement Card fee (\$10.00)

Total : \$

Please find enclosed a cheque/money order for \$..... made payable to the University of Canberra (include your details on the back).

Please charge my credit card for \$.....

Card type: Visa Mastercard American Express

Card Number:/...../...../..... Expiry date:/.....

Cardholder's name:..... Cardholder's signature:.....

Checklist

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

- Completed your personal details.
- Checked/updated your mailing address on OSIS.
- Selected your reason for request.
- Attached a certified passport sized photo.

- Attached two official forms of identification (certified).
- Provided a valid payment method (*If necessary*)

Now:

- Return your completed request using the contact details listed below.

Office Use Only

- Form Complete? OR
- Criteria still required and action taken:

Student Centre Opening Hours and Contact Details

Opening Hours: 9AM-5PM Monday-Thursday and 9AM-4:30PM Friday (expect for Public Holidays and over the Christmas period). Please note, the Cashier closes 30 minutes prior to the Student Centre closing.

Location: Student Centre, Building 1, level B, room 150. **Postal Address:** Student Centre, University of Canberra, Bruce, ACT, 2601, Australia. **Telephone:** 1300 301 727 or +61 2 6201 5111. **Fax:** +61 2 6201 5391.