

Application Form

Distance Student ID Card

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 with the appropriate supporting documents attached. **Incomplete applications cannot be processed.**
- 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.
- The replacement ID card is \$25 for lost or damaged ID cards. Please pay via credit/debit card at https://webpay.fin.unsw.edu.au/FacilitiesManagement/tran?UDS_ACTION_DATA=FSokdDA3XQIOXVsAR0JDdVZUQgxJW0EbKDU3LAZGJEZ9TC5T
- Please allow up to 7 business days for your request to be processed. We will notify you via email once your ID card has been posted via mail

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

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. See below for accepted documentary evidence.
- ☐ You must read and sign the **Declaration** section. Form not signed by the Student cannot be processed.
- ☐ Submit completed form with certified documentation to unsw.to/distanceid. Please ensure you attach a recent colour passport style photo of yourself (**jpeg**)
- ☐ Attach your receipt if you are applying for a replacement ID card fee of \$25 for lost or damaged ID cards.

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

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>

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SECTION 1: PERSONAL DETAILS

Family Name	First Name	Middle Name/s
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy)	Student ID	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	
Email	Telephone	
<input type="text"/>	<input type="text"/>	
Program Code	Program Name	
<input type="text"/>	<input type="text"/>	

SECTION 2: REQUEST DETAILS

Please indicate the reason for submitting this request form:

- | | |
|--|---|
| <input type="checkbox"/> New card - commencing student | <input type="checkbox"/> Damaged card: Payment no: <input type="text"/> |
| <input type="checkbox"/> Change of name (please return this card via post) | <input type="checkbox"/> Lost/Stolen ID card Payment no: <input type="text"/> |
| <input type="checkbox"/> Expired card (please attach photo of old card) | <input type="checkbox"/> Stolen card Police report no: <input type="text"/> |

SECTION 3: MAILING ADDRESS

Number	Street name
<input type="text"/>	<input type="text"/>
<input type="text"/>	
Suburb	Post code
<input type="text"/>	<input type="text"/>
Country	State
<input type="text"/>	<input type="text"/>

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.

<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Student	Student ID	Date

OFFICE USE ONLY STUDENT HUB STAFF TO COMPLETE:

Certified photo identification or DVS consent provided provided?	Y <input type="checkbox"/> N <input type="checkbox"/>	DVS reference no: <input type="text"/>
Lost/Stolen/Damaged Cards: payment received or Police report no. provided?	Y <input type="checkbox"/> N <input type="checkbox"/>	Receipt no. <input type="text"/> Police Report no. <input type="text"/>
Name change/Expire card: Photo of old card provided?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Name in SiMs matches photo identification provided?	Y <input type="checkbox"/> N <input type="checkbox"/>	
If whole name change is required, date student advised?	If no, has the minor name change been processed in SiMs? <input type="checkbox"/> <input type="checkbox"/>	
Is the student a new domestic student? Y <input type="checkbox"/> N <input type="checkbox"/>	If yes, what type of proof of residency been provided? <input type="text"/>	
Date ID card posted	Date student notified	Processed by
<input type="text"/>	<input type="text"/>	<input type="text"/>