# Student ID Card Application Form

100 points of identification will be required to support this application. Please refer to the back of this form for the value of acceptable forms of identification. Identification can be presented to Safety and Security for verification. Applicants not attending campus must provide certified copies of identification when submitting this application. Faxed or emailed applications will not be accepted.

## Applicant Details

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Student</td>
<td></td>
</tr>
<tr>
<td>☐ Re-enrolled Student</td>
<td></td>
</tr>
<tr>
<td>☐ Replacement of Lost/Stolen Card</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Degree/Award</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

## Contact Details

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I will pick up my ID card from the Safety &amp; Security office</td>
<td></td>
</tr>
<tr>
<td>☐ Please post my ID card to the address provided above</td>
<td></td>
</tr>
</tbody>
</table>

## Declaration

* I certify that the information provided above is true and correct.
* I understand that any card/s issued to me remain the property of the University of New England and must be presented to an approved officer upon request.
* I certify that the photograph provided (off-campus students only) is a true and representative image of myself and conforms to the photographic requirements of the University.
* I understand that if the card is lost, damaged, or becomes unusable in any way it is my responsibility to have it replaced and that I am liable for the costs associated with replacement.
* I understand that if I require Electronic Access to be associated with this card it is my responsibility to obtain the necessary approval and submit an Electronic Access Request Form to the relevant administrative area.
* I acknowledge and agree that this card (and the information I have provided above) may be required or used by both the University and myself for various University related activities, including as set out at [http://www.une.edu.au/campus-life/campus-information/safety-and-security/id-cards](http://www.une.edu.au/campus-life/campus-information/safety-and-security/id-cards) from time to time.

Signed: ___________________________  Date: ___________________________

## Attach Photo Here

*Refer to photo requirements.*

**Photo:**

*Do not staple, clip, or pin*

35mm x 45mm

**Digital:**

768 x 988, 300dpi

Photograph can be taken at Security Office

## Office Use Only

| Signed: ___________________________  Enrolment Confirmed: ☐  ID Sighted: ☐ |
|-----------------------------------|-----------------|------------------|
|                                  |                 | Further Information Required: | ☐ Photo  ☐ Certified ID |
| Date: ___________________________ |                 |                               |                      |
100 POINTS OF IDENTITY


**70 Points**

a) Passport
b) Birth Certificate
c) Citizenship Certificate

d) Government issued licence (e.g. boat, pilot)
e) University staff photo identification card
f) International English Language Testing Scheme results (IELTS)

**40 Points**

a) Current Australian Driver's Licence
b) Student Identification card issued by an educational institution
c) Pension or Government Health Care Card, Public Service ID card
d) Government issued licence (e.g. boat, pilot)
e) University staff photo identification card
f) International English Language Testing Scheme results (IELTS)

**35 Points**

a) Current Council Land Rates
b) Letter from a current employer
   
   *(Must be on official company letterhead and contain both the employer and employee's signatures and the name and address of the employee)*

c) Financial institution cash card or passbook
d) Council rates notice
e) Electricity, gas or telephone bill
f) Tax assessment notice
g) Foreign driver's licence
h) Membership card (e.g. club, union, trade/professional body, library, video library)
i) Rental receipt or statement from landlord, real estate agent or University College
j) Marriage Certificate
k) Divorce decree
l) Name and address verified from electoral roll
m) Deed Poll registered with the relevant authority
n) National Identification card (verified by UNE International Office)

* Original documents are **not** to be sent to Safety and Security.
* Original documents may be viewed by Security Staff for verification.
* Documents sent by mail are to be copies **only**.
* Copies must be legible and **certified** by an authorised person.
* An authorised person may include a Justice of the Peace, Public Notary, Police Officer, Sheriff, Registered Medical Practitioner, Bank Manager or Minister.
PASSPORT PHOTO

You need to make sure your photo complies with the requirements for Australian passport photographs. Below is a summary of the most important features for Australian passport photos; if any of the requirements are not met then your photo will be rejected and your ID card will be delayed.

ACCEPTABLE
- Photo dimensions: at least 45mm high x 35mm wide (do NOT trim photos)
- Head size: 32mm to 36mm from top of head to bottom of chin
- Good lighting, no shadows behind head or on face
- Eyes looking directly at camera
- Plain, light-coloured background
- High resolution, good quality paper

NOT ACCEPTABLE
- Shadows behind head
- "Red-eye"
- Coloured background
- Photograph size too small
- Head size too large or too small
- Reflections on glasses, tinted glasses, sunglasses
- Glasses frame covering eyes
- Not looking straight at camera
- Not facing directly onto the camera
- Marks or indentations on photo
- Grainy, pixelated or blurry images

For more information on photo requirements visit www.passports.gov.au