

Student ID Card Request Form

Attach Photo
Here

If you are studying on campus at Ourimbah, Callaghan or the City Precinct you **SHOULD NOT** complete this form unless you need a replacement card. Please see www.newcastle.edu.au/service/enrolments/how-to-enrol/student-id.html

Please provide a clear passport sized photograph to avoid delays in processing. The reverse side of the photo must state your name, student number and be certified Justice of the Peace. This form must also provide sufficient certified evidence of identification before a student ID Card can be issued- please refer to the back of this form for more information.

ID CARD REQUEST DETAILS

- Distance Student
 Singapore
 Port Macquarie
 Port Macquarie
 Sydney CBD
 Replacement ID Card (Please note that a replacement Student ID Card costs \$10 AUD)

STUDENT DETAILS

Student No: Date of Birth:
 Family Name: Other Name(s):
 Degree Program: Campus:
 Postal Address:
 Suburb: State: Post Code:
 Country (if not Australia): Contact No:
 Signature: Date:

CREDIT CARD PAYMENTS DETAILS (If you indicated Replacement ID Card)

Mastercard
 Visa
 Cardholder's Name: Date:
 TOTAL AMOUNT TO BE CHARGED AGAINST CREDIT CARD \$
 Expiry Date: □□-□□
 Card No: □□□□ □□□□ □□□□ □□□□
 Signature: Date:

Post with copies of certified documents to:

Student ID Cards
 Hunter Hub
 The University of Newcastle CALLAGHAN NSW 2308 AUSTRALIA

Or return this form with documentation to any of the following locations:

Hunter Hub – Student Services Building, Callaghan Campus
 Shortland Hub – Shortland Building, Callaghan Campus
 City Hub – University House, City Precinct, Newcastle
 Ourimbah Hub – Administration Building, Ourimbah Campus

Office Use Only
 100 points checked:
 Card Printed Date:
 Card Sent Date:

Please complete the attached appropriate Statutory Declaration if requesting a replacement Student ID Card.

IDENTIFICATION CHECKLIST FOR ISSUE OF A STUDENT IDENTIFICATION CARD

Either:

- a current Australian Driver's Licence, or
- a valid Passport, or
- an RTA Proof of Age Card

If you do not have any of these forms of identification you will need to provide two items from the following list:

- Birth Certificate (not extract)
- Student identification card issued by an educational institution
- Pension or Government Health Care Card
- Government issued licence
- Medicare card
- Credit card
- Financial institution cash card or passbook
- Council rates notice
- Electricity, gas or telephone bill
- Tax assessment notice
- Foreign Driver's Licence
- Membership card (e.g. club, library)
- Rental receipt or statement from landlord or real estate agent
- Marriage certificate
- Divorce decree
- Name and address verified from electoral role
- Deed poll registered with the relevant authority.

Under 18s Only

- a current Australian Driver's Licence, or
- Birth certificate (not extract), or
- Valid passport, or
- Citizenship certificate

STATUTORY DECLARATION

I, _____, NRIC/Passport No. _____

Occupation: _____ Address: _____

_____ do solemnly and sincerely declare
that,

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Signature of Declarant)

Declared before me at Singapore
this _____ day of _____ 200_____

Interpreted by

Justice of the Peace, Notary Public or other officer
empowered by law to administer oaths,
affirmation or affidavits