

STUDENT ID CARD: FORM INSTRUCTIONS

If you are accepted into the Open Foundation by Distance Program, you will need to be issued with a Student Identification Card.

To obtain a student identification card you are required to supply a photograph and prove your identity by providing the University with acceptable documentation based on the 100 points system.

We ask prospective OF by Distance students to do this *at the same time as they complete and send their application to enrol*. This is in order to avoid delays enrolling a student after they have received an acceptance letter.

You need to:

1. Fill in the Student ID Card Mail Request form.
2. Provide a clear passport sized photograph to avoid delays in processing.
3. On the reverse side of the photo, state your name (and student number if known) and have this certified by a Justice of the Peace.
4. Identify documents providing at least 100 points of proof of identity (see list below).
5. Copy these documents and have them certified as 'true copies' by a Justice of the Peace or verified by an official stamp and signed by an authorised person of another tertiary or higher education institution or the University of Newcastle.
6. Attach the Student ID Card form and documents to your OF by Distance Application form, and send both.

Alternatively, if you live *within the Newcastle, Central Coast or Hastings regions* and after you have been accepted into the program you may wish to attend one of the University's campuses to obtain your student card, and choose not to complete this form. You can do this any week day between 9 am and 5 pm. You will need to bring your letter of offer and your 100 points of ID to the Student Hub. Staff will then check your ID, take your photograph and issue you with your student card.

CHECKLIST FOR STUDENT IDENTIFICATION CARD POINTS

Different types of documents are assigned varying points value, as detailed below. You must provide at least 100 points of identification.

70 points

- Passport
- Birth certificate (not extract)
- Citizenship certificate

40 points

- Current Australian Driver's Licence
- Student identification card issued by an educational institution
- Pension or Government Health Care Card
- Public Service ID card
- Government issued licence (e.g. boat, pilot)
- University staff photo identification card

35 points

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.

25 points

- 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, union, trade/professional body, library, video 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

- 100 points Birth certificate (not extract)
- Passport
- Citizenship certificate

OPEN FOUNDATION BY DISTANCE STUDENT ID CARD MAIL REQUEST



Attach photo here

PERSONAL DETAILS

Student No: _____ Date of Birth: _____
(if known)

Family Name: _____ Other Name(s): _____

Postal Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Country (if not Australia): _____

Signature: _____ Date: _____

Return with 100 points of certified documentation to:

Open Foundation by Distance
English Language & Foundation Studies Centre
Room MCLG49 McMullin Building
The University of Newcastle
CALLAGHAN NSW 2308
AUSTRALIA

100 points checked: _____
Card Printed Date: _____