

Student ID Card Mail Request



Attach
photo here

If you are a Distance Learning student you **MUST** complete and return this form.

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 be provide with 100 points of certified evidence before student ID Card can be issued, please refer to the back of this form for more information on 100 point check.

Personal Details

Student No: Date of Birth:

Family Name: Other Name(s):

Degree Program:

Campus:

Postal Address:

Suburb: State: Post Code:

Country (if not Australia):

Signature: Date:

Please return this form with documentation to:

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

Or post with copies of certified documents to:

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

Office Use only

100 points checked:
Card Printed Date:
Card Sent Date:

THE UNIVERSITY OF NEWCASTLE

IDENTIFICATION CHECKLIST FOR ISSUE OF A STUDENT IDENTIFICATION CARD

To obtain a student identification card you are required to prove your identity by providing the University with acceptable documentation. The University uses the 100 points system to verify your identity. Different types of documents are assigned varying points value as detailed below. You must provide at least 100 points of identification. All documents must be originals or copies certified by a Justice of the Peace who holds registration under the Justices of the Peace Act 2002.

70 points	Passport
	Birth certificate (not extract)
	Citizenship certificate

40 points	Current Australian Driver's License
	Student identification card issued by an educational institution
	Pension or Government Health Care Card
	Public Service ID card
	Government issued License (eg 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.
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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 License
	Membership card (eg 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