



STUDENT ADMINISTRATION  
**IDENTIFICATION CARD APPLICATION**

Type of card required:

- Student ID card
- Staff ID card

I am applying for a:

- New/expired card - no fee**  
You must have photographic identification showing your name, date of birth, current address and your expired card, if applicable  
**Note: the expired card must be surrendered or the \$26.25 replacement fee will apply.**
- Lost or damaged card - \$26.25**  
You must have your iPay/Post Office receipt and photographic identification as above.
- Temporary card - \$15.75**  
Daily issue only. Required for attendance at an exam when you do not have your current student ID card

|                                      |  |
|--------------------------------------|--|
| Student/staff number                 |  |
| Surname                              |  |
| Given name                           |  |
| Student address/<br>staff department |  |

**Declaration**

I acknowledge that I will be provided with an identification card that may be used to access certain areas of Western Sydney University campuses including exam rooms.

I understand that this access is for me only and cannot be transferred to another person. The card remains the property of the University and must be carried at all times while on campus and produced or surrendered on request. Failure to comply with these conditions may result in the card being withdrawn and/or action being taken under the exam and non academic misconduct policies. These policies are available at [westernsydney.edu.au/policies](http://westernsydney.edu.au/policies).

**SIGN HERE**

|      |   |   |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|---|---|
| Date | D | D | / | M | M | / | Y | Y | Y | Y |
|------|---|---|---|---|---|---|---|---|---|---|

**OFFICE USE ONLY**

|   |                                      |                                      |                               |
|---|--------------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Record checked | <input type="checkbox"/> Encumbrance | <input type="checkbox"/> Card issued | <input type="checkbox"/> TRIM |
|---|--------------------------------------|--------------------------------------|-------------------------------|