

GETTING YOUR NEW STUDENT ID CARD

1

ENROL

Complete your enrolment by adding your units online in MySR.

2

LOGIN

Go to onlineid.westernsydney.edu.au and login using your Western Student ID number and password.

3

UPLOAD PHOTO

Follow the prompts to submit your photo, ensuring it adheres to the guidelines.

4

SUBMIT IDENTIFICATION

Email idcard@westernsydney.edu.au from your student email with two certified copies of acceptable ID and your postal address.

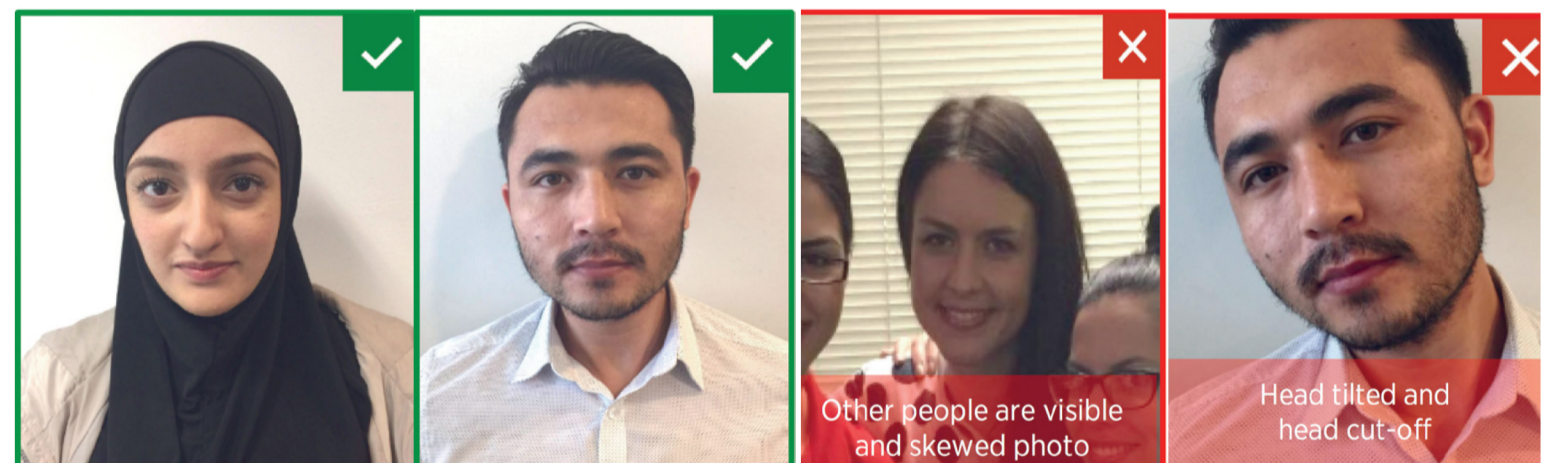
5

RECEIVE CARD

Check your student email account for updates. Once approved, your card will be sent via regular post.

Photo Guidelines:

- Plain, light coloured background
- Head centered with clear gap around head
- Head straight to camera, not tilted
- Eyes must show clearly through glasses
- Must be a recent photo, no less than 6 months old



Acceptable Documentation:

In order to verify your identity online, you must supply two certified documents. One from List A, and one from List B. Both documents **must** be certified copies. This list is abridged, please see webpage for more.

List A - Primary Documents

(must contain name, photo, and date of birth)

- Passport
- Australian Driver's Licence
- Australian Photo Card
- School, TAFE, or Tertiary ID (Australian institutions only)

List B - Secondary Documents

(must contain name)

- Birth Certificate
- Citizenship Certificate
- Medicare Card
- A current plastic credit card or account card issued by a bank showing your name and signature

For more information, please visit
www.westernsydney.edu.au/studentidcards