



Australia's
Global
University

GRS Special Access Student Card Application

WHEN TO USE THIS FORM

THIS FORM IS ONLY TO BE USED BY COMMENCING T2 RESEARCH STUDENTS FOR ID CARDS.

- You must wait at least 24 hours after enrolling in classes before submitting your request for an ID card.
- Applications must be submitted via email with the appropriate supporting documents attached. **Incomplete applications cannot be processed.**
- If the name on your photo identification does not match the name on your UNSW student record, your UNSW records will be updated to match the documentation you have provided where a minor name change is required.
- A minor name change includes the addition of a middle name, a spelling correction or a change of name order.
- Please allow 1-2 business days for your request to be processed. We will notify you via email once your ID card has been posted.

If you have any questions, please contact The Nucleus: Student Hub on 02 9385 8500

INSTRUCTIONS

Personal information collected in this form will be managed in accordance with the UNSW Student Privacy Code of Practice [<https://student.unsw.edu.au/privacy>]

Please follow the steps below to complete your request:

- You must attach documentary evidence to enable the University to fulfil its obligations under applicable privacy laws. Refer to the **Documentary Evidence** section below for further information and a list of accepted identity documentation.
- New Domestic Students only:** If you are eligible to access Commonwealth Support you will also be required to provide proof of your citizenship or residency status if the photo identification documentation does not verify your citizenship or residency status. See below for accepted documentary evidence.
- You must read and sign the **Declaration** section. Forms not signed by the Student cannot be processed.
- Email completed form with certified documentation to student.id@unsw.edu.au. Please ensure you attach a recent colour passport style photo of yourself in **JPEG**. **Please do not submit a PDF file.**

For information on what is considered an acceptable photo see: student.unsw.edu.au/id-card-faq

DOCUMENTARY EVIDENCE

If you are using Australian Commonwealth or State Government issued documentation to support your request, UNSW can verify and confirm the validity of your documents via the Document Verification Service (DVS) managed by the Commonwealth Attorney-General's Department (subject to you providing consent for the University to do so). Information on the DVS is available at www.dvs.gov.au

The following documents can be verified via the DVS.

- Australian Birth Certificate
- Australian Driver Licence
- Australian Change of Name Certificate
- Australian Marriage Certificate
- Australian Passport
- Australian Visa Grant Notice and International Passport

Approved documentary evidence for commencing student cards includes one of the below documents or document combinations.

- Australian Passport
- **Both** an Australian Drivers Licence **and** an Australian Birth Certificate
- **Both** an Australian Drivers Licence **and** an Australian Citizenship Certificate
- **Both** a Passport **and** an Australian Visa Letter or Label
- New Zealand Passport

You must provide certified documentary evidence if the documentation you are using cannot be verified via the DVS or you do not consent to your documentation being verified via the DVS.

For information on who can certify your documentation see: www.unsw.edu.au/document-certification

Approved documentary evidence for replacement cards includes one of the below documents.

- Australian Passport
- Australian Photo ID Card
- Australian Driver License
- **Both** a Passport **and** an Australian Visa Letter or Label

Please be aware that if you provide falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student, you should be aware of your obligations and responsibilities under the student code which can be found here: <https://student.unsw.edu.au/conduct>



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SECTION 1: PERSONAL DETAILS

Family Name	First Name	Middle Name/s
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy)	Student ID	<input type="text"/>
<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	

SECTION 2: DELIVERY OPTIONS

Please indicate your preferred method of collection:

Collect from The Nucleus - You will be notified via email on the details of collection

Post to my mailing address (fill below)

Number Street name

Suburb Post code State

Country

SECTION 3: CONSENT TO VERIFY YOUR DETAILS VIA THE DOCUMENT VERIFICATION

If you are using Australian Commonwealth or State issued documentation to support your request UNSW can verify and confirm the validity of your documents via the DVS (subject to you providing your consent). This documentation must be attached to this application.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

NB. If you do not wish to have your documents verified via the DVS you will need to provide certified documentary evidence to support your request.

SECTION 4: DECLARATION

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates are correct.

I hereby authorise the University to amend my name on UNSW records where a minor name change is required to reflect my name exactly as it appears on the photo identity documentation I have provided.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Student	Student ID	Date

OFFICE USE ONLY:

Certified photo identification or DVS consent provided provided? Y N DVS reference no: _____

Lost/Stolen/Damaged Cards: payment received or Police report no. provided? Y N Receipt no. _____ Police Report no. _____

Name change/Expire card: Photo of old card provided? Y N

Name in SiMs matches photo identification provided? Y N If no, has the minor name change been processed in SiMs? Y N

If whole name change is required, date student advised? _____

Is the Student a New Domestic Student? Y N If yes, what type of proof of residency been provided? _____

Date ID card posted _____ Date student notified _____ Processed by _____