



# Postgraduate and Honours Students Temporary Library Card

Please print CLEARLY

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Second Name(s) \_\_\_\_\_ DOB \_\_\_\_\_ Title \_\_\_\_\_

Student I.D No. \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

The above student:  is a higher degree by research student who is under examination (HDR students under examination do not require supervisor, course coordinator or head of department signature)  
Just bring this form and your photo identification to:  
Campus Cards, Level 3 Jane Foss Russell Building (G02)

or  is an intending  Honours student  
 Postgraduate student

is a higher degree by research / postgraduate student who has temporarily suspended studies

## TO BE COMPLETED BY COURSE COORDINATOR

I request that her/his Library borrowing rights be extended for:

Semester 1       Semester 2       Semester 1 and 2

I certify that the details of appointment in this application are correct.

Signature \_\_\_\_\_ Name (print name) \_\_\_\_\_

Supervisor/Course Coordinator \_\_\_\_\_

Date \_\_\_\_\_

## TO BE COMPLETED BY HEAD OF DEPARTMENT

The Department agrees to indemnify the University of Sydney Library against costs related to loss or damage of library materials used/borrowed by the above student during the defined period.

Signature \_\_\_\_\_ Name (print name) \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Please provide the following documentation to ensure your card application will be processed.

**Passport-style photo (please attach). NOTE: Not required if applying in person.**

- Refer to photograph guidelines
- Clearly print your full name and sign on the back of the photo

**Proof of identity**

The following documents are acceptable as proof of your identity  
(*must be certified by a JP or Notary Public, if by post or email*)

- A valid passport
- A current driver's licence
- A NSW photo card

Send your application either by post:

**Campus Cards, Student Centre,  
Level 3 Jane Foss Russell Building (G02),  
University of Sydney, NSW 2006**

Or by email: [university.cards@sydney.edu.au](mailto:university.cards@sydney.edu.au)

**ATTACH NAMED &  
SIGNED PHOTO  
HERE**

**NOT NECESSARY TO  
ATTACH IF  
APPLYING IN  
PERSON**

**Photograph guidelines**

- Photos must not be more than six months old
- Passport style, good quality with no marks on image
- Plain background
- Appropriate brightness and contrast and show your skin tones naturally
- Sharp clear focus

**The photograph must**

- Show complete head and neck
- Show you looking straight at the camera (no tilted head)
- Be taken with a natural expression (not laughing or frowning)
- Show your eyes open and clearly visible (no hair in eyes)

**Head coverings**

- The photograph must show you without any hat or other head covering. If you wear a head covering for religious reasons a photograph will be accepted but your facial features must be clearly shown.



✓ **YES**  
Correct photograph



✗ **NO**  
Busy background  
or other people  
in shot



✗ **NO**  
Sunglasses, unnatural  
expression, or hands  
in shot



✗ **NO**  
Glasses or hats  
on head

**Privacy Statement**

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to:

Campus Cards, telephone: 9351 2423, email: [university.cards@sydney.edu.au](mailto:university.cards@sydney.edu.au)