



Off-Campus Student Card Application

If you are enrolled as a distance student or you reside outside the Sydney metropolitan area, you can apply for a Student Campus Card by completing this form. After receipt, your card will be posted to you within 7 to 10 working days.

STUDENT DETAILS - Please print CLEARLY

Legal Last Name _____ Legal First Name _____

Second Name(s) _____ Title _____

Student Number _____ Date of Birth _____

Mailing Address _____
Where you would like your card posted

Email Address _____

DECLARATION

The following declaration must be completed by your Faculty Administrator, Justice of the Peace OR a Notary Public.

I certify that this photo is a true representation of the above-named person.

Signature _____
Faculty Administrator OR Justice of the Peace OR Notary Public

Name (print clearly) _____ Date _____

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

Passport-sized photo (please attach)

- Refer to photograph guidelines for acceptable photo images (page 2)
- Clearly print your full name and sign on the back of the photo

Certified copy of your passport, driver's licence or NSW photo card

The person who certifies your documents must sight the original document and include the following details on all pages that contain information:

- Stamp or write 'this is a true copy of the document sighted by me'
- Sign, date and provide contact details (name, address and telephone no.)
- The official stamp or seal of their organisation or their profession

Completed form

NOTE: All requested documentation must be certified. Faculty Administrators may certify documentation and send it on your behalf to the Campus Card Centre for processing. If the required documentation is not attached your application cannot be processed.

PLEASE POST TO

Campus Card Centre
Level 2 (ground floor), K07 Margaret Telfer Building, Arundel Street
University of Sydney NSW 2006

TURN TO PAGE 2 FOR PHOTOGRAPH GUIDELINES

Attach a passport-sized photo here. PRINT YOUR NAME AND SIGN ON THE BACK.

ATTACH NAMED &
SIGNED PHOTO
HERE

NOT NECESSARY TO
ATTACH IF
APPLYING IN
PERSON

Photograph guidelines

- Photos must not be more than six months old
- 35-40mm wide and 45-50mm high
- Good quality colour on high quality paper, with no ink or marks on image
- Plain, light-colour background (eg cream, pale blue or white)
- Appropriate brightness and contrast and show your skin tones naturally
- Uniform lighting (no shadows across or behind the face), sharp focus and clear.

The photograph must

- Show head and top of shoulders close up, so that the face measures between 32mm and 36mm from the bottom of the chin to the crown (ie top of head without hair)
- Show your shoulders square on (not looking over shoulder)
- Show you looking straight at the camera (not tilted head)
- Be taken with a neutral expression and your mouth closed (not laughing or frowning)
- Show your eyes open and clearly visible (no hair in eyes).

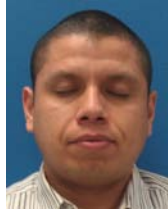
Head coverings

- The photograph must show you without any hat or other head covering. However, if you wear a head covering for religious reasons a photograph will be accepted with you wearing this but your facial features from the bottom of chin to top of forehead and both edges of your face must be clearly shown.

A sample of photograph guidelines



CORRECT PHOTOGRAPH



Eyes closed



Photograph too dark



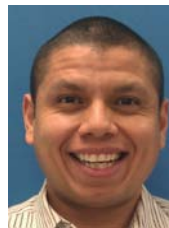
Glasses on head



Looking away from camera



Wearing a hat



Smiling too broadly



Head tilted to the side

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 Card Centre, telephone: 9351 2423, email: university.cards@sydney.edu.au