



# Postgraduate and Honours Students Borrower's Card Application

## TO BE COMPLETED BY STUDENT - Please print CLEARLY

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

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

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

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

Email Address \_\_\_\_\_  
***NOT your student email***

## TO BE COMPLETED BY THESIS SUPERVISOR OR COURSEWORK COORDINATOR

The above student:  is an intending  Honours student

Postgraduate student

is a postgraduate student who has submitted her/his thesis

is a PhD/Masters student who has temporarily suspended studies

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

Semester 1

Semester 2

Semesters 1 and 2

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

Signature \_\_\_\_\_ 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 \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

**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](mailto:university.cards@sydney.edu.au)