# Student ID Card Application
## Distance Mode

- Please read the Essential Information on page two before completing this form.
- Note: This form is only to be used by students who are studying by distance mode and who have NOT previously been issued with a UTS Student ID Card.

### 1. Personal and Course Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td></td>
</tr>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Name(s)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Suburb/Town</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (s)</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Work/Mobile</td>
<td></td>
</tr>
<tr>
<td>Your Current Course</td>
<td></td>
</tr>
<tr>
<td>(e.g. B. Nursing)</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>(e.g. C10122)</td>
</tr>
<tr>
<td>Attendance Pattern</td>
<td>(F/T, P/T or S/W)</td>
</tr>
<tr>
<td>Are you a ‘Distance’ student?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 2. Declaration

I declare that the information on this form is mine and is correct and that I can produce documentation to verify if required.

**Signature:**

**Date:** / / 

### 3. Proof of Identity - Witness to sign section

I declare that the photograph I have signed is a photograph of the person whose name and signature appears on this form.

**Signature of Witness:**

**Date:** / / 

**Name of Witness:**

**Address of Witness:**

<table>
<thead>
<tr>
<th>Suburb/Town</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Telephone Number (Business Hours):**

**Profession or Occupation of Witness - (see list overleaf)**

[ ]

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**STUDENT ADMIN UNIT USE ONLY**

Received by (initials): ____________________________

Processed by (initials): ____________________________

Date Stamp: ____________________________

Processed Stamp: ____________________________

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Page 1 of 2
Please read the following information and instructions before completing page 1 of this form.

1. All students must be in possession of a Student ID card which is required for library borrowing, facility access and identification at examinations.

2. This completed form should be returned by mail with a verified passport size photo.

3. PHOTOSPECIFICATIONS
The photo must be:

* in colour
* no more than 6 months old
* a full front view of your head and shoulders
* of standard passport size, i.e. 35mm x 45mm
* must have the student number written on the back of the photo
* signed on the back of the photo by a witness (see Section 4)

PLEASE NOTE:
* scanned, black and white and family etc. photos are NOT acceptable.
* applications not meeting the above criteria may have delays in processing or be rejected.
* please ensure your student ID number is printed on the back of your photograph.
* your ID card will be posted to your mailing address once your enrolment has been processed, cards will not be issued in person.

4. WITNESS REQUIREMENTS
Proof of identity section on the form must be completed by a person in one of the categories listed below. That person must also sign the photograph.

* an accountant - member of the the Institute of Chartered Accountants in Australia, or
* the Australian Society of Certified Practising Accountants, or the National Institute of Account-
ants, or the Association of Taxation and Management Accountants or Registered Tax Agents.
* a bank manager (but not the manager of a bank travel centre)
* a solicitor, barrister or patent attorney
* a dentist
* a registered medical practitioner
* a police officer in charge of a police station, or of the rank of sergeant or above
* a manager of a post office.

Return this form to:

Distance ID Card Processing
UTS Building 10 Student Centre
PO Box 123
BROADWAY NSW 2007