



## Application for Student ID card – External students

Please complete this form and return with a passport sized photo (*see photo specifications*) to:

Student Service Centre  
Student Central  
GPO Box U1987  
Perth WA 6845

### Personal Details

<b>Curtin Student ID:</b>	<b>Phone:</b>
<b>Family Name:</b>	
<b>Given Name/s:</b>	
<b>Address:</b>	

### Proof of Identity

I have provided one of the following forms of primary documentation or two of the secondary documentation in order for the witness to verify my identity.

#### Primary Documentation (1 required – please check box)

Passport or ☐  
Australian Driver's Licence or ☐  
National Identity card ☐

#### Secondary Documentation (2 required - only if Primary documentation is not available. Please check box)

Medicare card ☐  
Bank card (credit/debit or EFTPOS) ☐  
Birth certificate/extract ☐  
Marriage certificate ☐  
Payment summary/group certificate ☐  
Citizenship certificate ☐  
ID Card issued by another educational institution ☐  
Health Care, Social Security or Pension card ☐  
Public Service employee ID card ☐  
Other licence issued under Australian Law (e.g. Boat, Pilot) ☐  
Private Health Insurance card (e.g. Medibank Private, HBF) ☐  
Divorce Decree ☐  
Utilities bill (e.g. Electricity, Gas) ☐

### Declaration

I declare that the information on this form is true and correct and I have documentation to verify if required.

<b>Signature:</b>	<b>Date:</b>
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### Proof of Identity

I declare that the photograph I have signed is a photograph of the person whose name and signature appears on this form. I have sighted one form of primary documentation or two of the secondary documentation as listed below.

<b>Name of Witness:</b>	<b>Signature of Witness:</b>
<b>Profession or Occupation of Witness:</b>	
<b>Phone Number:</b>	<b>Date:</b>



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### Witness Requirements

The *Proof of Identity* section must be completed by a person in one of the categories listed below. This person must also sign the back of your photograph.

- a Justice of the Peace
- a registered medical practitioner
- a police officer
- a dentist
- a pharmacist
- a solicitor or barrister
- a manager of a post office

### Photo Specifications

Your enclosed photo must meet the following requirements:

- no more than 6 months old
- in colour
- a full front view of your head and shoulders
- at least 40mm x 30mm
- no head gear (i.e. hats, sunglasses etc)
- student number and witness signature on the back of the photo

**Please note: scanned, black and white, family photos etc will not be accepted. Your application will be returned to you and you will be required to re-submit a new application with a photo that meets these requirements.**

### Information about your new Curtin ID card

Your Curtin ID card has a number of functions. First and foremost it contains your personal information and photograph. On campus it is used for access to a variety of buildings including Abacus Labs, print services and Library facilities. Your card also has a Curtin sticker which verifies your enrolment for the year ahead. You must always have your Curtin ID card when sitting Examinations.

Your first student card is free. If your card is lost a replacement fee will be incurred. Stolen cards will be replaced free of charge, only in the instance where a police report number is submitted. Damaged cards will only be replaced free of charge in the instance that the damaged card is returned to the Student Service Centre.

For more information regarding your Curtin ID card please visit:  
[http://students.curtin.edu.au/administration/id\\_cards.cfm](http://students.curtin.edu.au/administration/id_cards.cfm)

### Don't forget!

As an enrolled student at Curtin, it is a condition of your enrolment that you access OASIS at least once a week.

#### OASIS – Online Access to Student Information Services

- OASIS is Curtin's student portal. Through OASIS students are provided with access to their student record (eStudent), the Official Communications Channel (OCC) and a range of other online services including a student email account and learning support systems.
- It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only.

Please check <http://www.oasis.curtin.edu.au> for more information.

### PRIVACY STATEMENT

At Curtin, the privacy of students, staff and other people who the University deals with is taken very seriously. Much of the information which the University collects in connection with its normal functions and activities is "personal information", and this information is handled in accordance with relevant privacy standards. For details of how the University will use, disclose and protect your personal information please refer to <http://global.curtin.edu.au/legal/privacy.cfm>