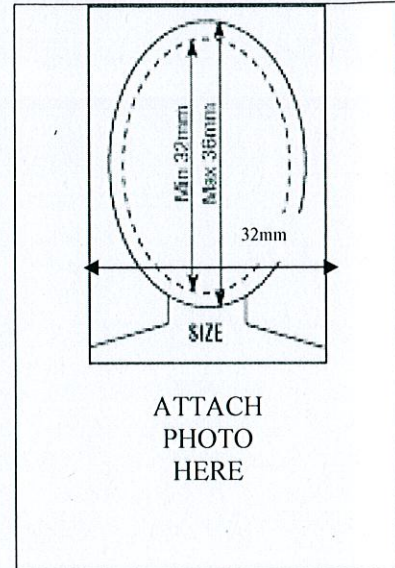# MONASH University

## STUDENT IDENTITY CARD - REQUEST FORM

As an off campus learning student you may occasionally need a student card for identification purposes. If you require a card please complete this form and attach a passport photograph in the space provided. Before attaching the photograph, print your name and student identity number on the back. Only use glue to affix photo.

**Note: You must also attach a photocopy of a document which provides a form of photo identity such as a drivers licence or passport. This document must be a certified copy of the original. You should use a person who is authorised to witness statutory declarations pursuant to the Victorian Evidence Act, authorised witnesses can be obtained from the web site: http://www.justice.vic.gov.au/wps/wcm/connect/DOJ+Internet/Home/The+Justice+System/Statutory+Declarations/**

ATTACH PHOTO HERE

You will be required to complete the following mandatory steps as part of your enrolment process at Monash University.

**STEP 1** – Set up your Monash computer account via the following website - http://www.its.monash.edu.au/students

**STEP 2** – If required, update your postal address via the Web Enrolment System (WES) via the following website- http://my.monash.edu.au/wes/

## CARD DETAILS (Please print clearly using blocked letters)

Monash Student Id No: ................................................................

Campus: ......................................

Full Course Title: ...............................................................

Course code: ...............................

Family Name: .................................................................................................................

Given Names (in full): ..............................................................

Date of Birth: ........../........../..........

Signature ..................................................................

Date: ........../........../..........

The information on this form is collected for the primary purpose of processing your request for a student ID card. Other purposes of collection include storing the information/photo in the student database, attending to administrative matters and corresponding with you. If you choose not to complete all the questions on this form, it may not be possible for Monash University to provide a student ID card. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@adm.monash.edu.au. Further information is available at http://privacy.monash.edu.au/guidelines/collection-personal-information.html#enrol

**Form to be posted to:**
**Monash Connect**
**Monash University, Clayton Campus**
**Building 10, Campus Centre Wellington Road**
**Clayton, VIC 3800, Australia**

**Office use only:**
Faculty - checked by: ....................................................................................

Date ........../........../..........

SSC – ID card produced by: ................................................................

Date ........../........../..........

Version –1 (19/10/09)