ID cards

Get Your Student ID Card

You will be able to obtain your Student ID Card at the commencement of your studies. Your Student ID card has many uses including electronic building swipe access, proof of identity at UNSW examinations and library borrowing.

Please follow these steps to obtain your Student ID card:

1. Enrol into your courses

After you’ve enrolled in classes, you need to wait 24 hours before you can obtain your ID card.

2. Prepare and/or submit your proof of identity documents

See below for the documentation required for you to collect your ID card.

3. Obtain your ID card

Provided you present the required identification documents (outlined below) you can collect your ID card from the UNSW Main Library during the Getting Started period - Monday 17th - Friday 28th July 2017. We will take your photo and print your ID card on the spot.

You are encouraged to claim your ID card before Orientation week to avoid longer wait times.

Outside the Getting Started period you can obtain your ID card from Student Central.

Avoid longer wait times and request your ID card online.

After you set up your UNSW email you can request your ID card online via the Student ID Self-Service portal.

Requesting your card online allows you to upload a photo of your choice. You will receive an email to let you know when your ID card is ready for collection.

Remember to check your name is correct on your myUNSW record and that you have provided proof of your residency/citizenship status if applicable before submitting your online ID card request.

Please refer to the Required Identification Documents section below for further information.

Required Identification Documents

Before obtaining your ID card

- Follow our step by step guide to check your name is correct on myUNSW.
If your name is incomplete or incorrect (i.e. your middle name is missing or there is a typo in your name) you may be able to submit your request via email. Some conditions apply. For further information see our FAQs section.

If you are not eligible to request your change via email you can complete a Change of Personal Details Request form and attach your supporting documentation.

- Find out if you need to provide proof of your citizenship/residency status.

See the below Additional identification required for Domestic students section for further information and how to submit your documentation.

### Additional identification required for Domestic students

If you are a Domestic Student (Australian Citizen, Australian Permanent Resident or New Zealand Citizen) then you also need to provide evidence of your citizenship or residency. Accepted evidence includes:

- Australian birth certificate, passport or certificate of citizenship (Australian Citizens)
- Visa letter or label (Australian Permanent Residents*)
- New Zealand passport (New Zealand Citizens)

### When collecting your ID Card

You need to provide the following as proof of your identity when collecting your ID card:

- Your UNSW student number **and**
- One of the following documents: Passport, Australian Driver Licence or Australian Photo ID Card.

**Please note:** If you do not complete the above steps and your name on your official documentation does not match the name on your student record at UNSW and/or you have not provided your proof of citizenship/residency your ID card request will be delayed.

### Need more information?

See this Student ID Card information on the current student website.