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. Check and update your personal details

Before requesting your card you will need to check that:

- your full legal name is registered on your UNSW record and
- if applicable provide proof of your residency or citizenship status

Is my full legal name registered on my UNSW record?

- 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.

Do I need to provide proof of my citizenship / residency status?

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)

3. Request your ID card
Provided you present the **required identification documents** (outlined below) you can obtain your ID in person or online.

**In person**

Request your ID card from Student Central. We will take your photo and print your ID card on the spot.

**Online**

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.

**NB. You will have to have activated your UNSW email account and checked/updated your personal details before requesting your card online.**

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### 4. What to bring when collecting your ID Card

You need to provide the following as proof of your identity when collecting your ID card in person collecting a ID card request online:

- 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.

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### 5. Collect your Arc sticker

Once you’ve collected your ID card, visit Arc Reception (D17) to get your membership sticker on the back and open up your student experience.

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**Need more information?**

See this [Student ID Card information](http://www.gettingstarted.unsw.edu.au/id-cards) on the current student website.