



# REQUEST FOR STUDENT IDENTIFICATION CARD

SA12

## 1. Personal and course details

Student Number           Family Name \_\_\_\_\_

Title Mr  Ms  Mrs  Miss  Other \_\_\_\_\_ Given Names \_\_\_\_\_

Mailing address \_\_\_\_\_ Postcode \_\_\_\_\_

JCU email address \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Course \_\_\_\_\_

## 2. ID Card details

**Important:** Please refer to the Enrolment Guide for full information on ID cards.  
If you are requesting a free replacement card, the old card must be surrendered or a fee applies.

Please tick one of the following:

I am a new distance education student. I wish to obtain my free ID card.  *free*

- A passport sized photo certified by a JP# on the reverse **must** be enclosed with this form (ID cards cannot be produced without a photo)
- If you are attending an on-campus residential course in the near future, you may wish to have your ID card produced then

My card is damaged and I would like it replaced. I enclose my damaged ID card and my payment of \$10.00.  *\$10*

I have lost my ID card and would like it replaced. I enclose my payment of \$15.00.  *\$15*

I have recently changed my name and my records have been updated at JCU. I enclose my ID card for a free replacement.

- A passport sized photo certified by a JP# on the reverse **must** be enclosed with this form  *free*

My card is expired or is incorrect.\* I enclose my ID card for a free replacement.  *free*

\* If your card contains incorrect details, please state the correction(s) to be made: \_\_\_\_\_

I enclosed my ID card for a free replacement as I have recently changed my enrolment status at JCU as follows:  *free*

From: full time to part time  part time to full time  undergraduate to postgraduate

# For more information on acceptable certification bodies, refer to: [www.jcu.edu/studying/entry/faq.html#certified](http://www.jcu.edu/studying/entry/faq.html#certified)

## 3. Payment details

You may pay by cheque or money order made payable to "James Cook University". If you wish to pay by Bankcard, Mastercard or Visa, please complete the following:

Name on credit card \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_  
MM YY

The credit card is a Bankcard  Mastercard  Visa  (please tick one box)

Credit card number \_\_\_\_\_

Signature of credit card holder \_\_\_\_\_ Please forward to me an ID card as noted above.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY

## 4. Please return this completed form to

Student Enquiry Centre  
James Cook University  
P O Box 6811, CAIRNS, QLD 4870  
Telephone (07) 4042 1000

Student Enquiry Centre  
James Cook University  
TOWNSVILLE, QLD 4811  
Telephone (07) 4781 5255

ID card posted to student

on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_