REQUEST FOR REPLACEMENT ID CARD

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Complete the following:

FAMILY NAME _____ GIVEN NAMES (in full) _____

STUDENT NUMBER _____ DATE OF BIRTH (d/m/yy) _____

PROGRAM (e.g. BA) _____ ATTENDANCE/MODE (e.g. Full-time/Internal) _____

I certify that I require a replacement card for the following reason (*tick box)*:

☐ lost ☐ destroyed ☐ stolen ☐ re-issue ☐ name changed

and that I am entitled to a replacement card in order to comply with the statutes and rules so far as they apply to me as a student of The University of Queensland. I understand that any attempt to fraudulently obtain an ID card will be dealt with under the University statutes and rules and/or referred to law-enforcement agencies.

…… ……...

Signature of Student Date

IF YOUR CARD HAS BEEN LOST, DESTROYED OR NEEDS TO BE RE-ISSUED, a $15.00 replacement fee applies. Please complete the payment slip at the foot of the page and make payment to Unicard at St Lucia (Level 2, Duhig Building) or the Student Centre at Ipswich or Herston. Gatton students pay at the Cashier/Post Office and then lodge the receipted form at the Student Centre.

STUDENTS MUST PROVIDE THE FOLLOWING EVIDENCE OF IDENTIFICATION

One of the following: passport or birth certificate; or
Two of the following: Drivers' licence, Medicare card, financial institution card, or utility payment.

IF YOUR REQUEST IS DUE TO YOUR CARD BEING STOLEN, please take your police report to the Student Centre.

IF YOU ARE AN EXTERNAL STUDENT, please complete this form and mail it along with payment to Unicard, Level 2 Duhig Building, The University of Queensland, 4072. The $15 replacement fee can be made by either cheque or money order, and made payable to Unicard. Please ensure you include a return mailing address so the card can be posted to you.

IF YOUR REQUEST IS DUE TO A CHANGE OF NAME, a new card can be issued free of charge upon acceptance of the evidence of your name change by the Student Centre. You must submit certified documentary evidence by mail to the Student Centre, Level 1 JD Story Building, St Lucia 4072. Allow 3 working days for this to occur. Alternatively, you can present the original documents in person to the Student Centre at either St Lucia, Ipswich, Gatton or Herston. Once your name has been changed in mySI-net, take this form to Unicard.

Take this completed form to Unicard at St Lucia (Level 2, Duhig Building), or the Student Centre at Ipswich, Gatton or Herston.

OFFICE USE

Currency of textual details, including version no. (number issued)……(Initial - Unicard)

Verification of change of name/stolen card and fee waiver…… (Initial and Stamp - Student Centre)

PLEASE COMPLETE BUT DO NOT DETACH

THE UNIVERSITY OF QUEENSLAND - REPLACEMENT ID CARD PAYMENT SLIP

Received from (name)..

	$	c
Cash Cheque EFTPOS - (Ipswich & Gatton only)		
TOTAL $		

Student Number ……

Being payment for replacement student identity card. Please note that you will need to have your new card re-coded for Library access.

February 2008