

Request for Replacement Student ID Card



Note: This form is only to be used by currently enrolled students who have lost their current Student ID Card

1. Personal and Course Details

Student Number

Family Name

Given Name(s)

Address

Suburb/Town:
State: Postcode:

Telephone Number (s) Home: Work/Mobile:

Your Current Course
(e.g. B.E. Civil Engineering)

Course Code Attendance Pattern
(e.g. C10067) (F/T, P/T or S/W)

2. Essential Information

This form is for the replacement of a UTS student ID card issued to UTS students enrolled in award courses or Non-award/External Award study.

This form cannot be used for replacement of ID cards for Insearch Language Centre students or staff.

Cost
The cost of a replacement UTS student ID card is \$25 GST free.

IMPORTANT: Your address as registered on the Student Administration System of the University will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date. To change your address, use "My Student Admin".

3. Declaration

I declare that:
* The UTS Student ID Card issued to me has been lost, destroyed or stolen and
* I have read the Essential Information above, and
* The information provided by me is correct and complete.

Signature:

Date: / /

4. Staff Use Only

Current Enrolment Confirmed?
 Yes No- refer to Team Leader

ID Card Issued by:
.....
Issuing Officer Date/...../.....

Processed by (initials):

Date Card Sent: ___ / ___ / ___

Date Stamp

CREDIT CARD PAYMENT DETAILS

Please debit my credit account using the details as shown below:

Account Name: _____

Bankcard Mastercard Visa

Credit Card Number

Expiry Date /

Signature: _____ Date: ___/___/___

LODGING THE FORM

After you have completed the form, check that you have answered all questions, signed and dated the form. Take the completed form and pay the relevant amount at your UTS Student Centre. Student Centre locations can be found at <http://www.uts.edu.au/students/centres/html>

OR

Fax: (02) 9514 1200