Replacement Student Card Application
Instructions and information for students

HOW TO SUBMIT THIS FORM
1. Fill in your personal information
2. Select the reason why you need a replacement card
3. Indicate whether you will pay immediately or at a later date
4. Sign the form
5. Print it out and submit it in person at Stop 1
6. Please bring appropriate photo identification, listed here: go.unimelb.edu.au/93m6

* Please note: Where payment is required, we only accept card (Amex and Diners not accepted).

THE UNIVERSITY OF MELBOURNE collects personal information in accordance with the University Privacy Policy which can be viewed in full at http://policy.unimelb.edu.au/MPF1104. Information is collected, used and stored for the purpose of administering enrolment and related activities. Commonwealth and State agencies require certain information to be reported or disclosed by the University. You may request access to your information at any time by contacting the privacy officer at privacy-officer@unimelb.edu.au.

HOW TO SUBMIT THIS FORM

1. Fill in your personal information
2. Select the reason why you need a replacement card
3. Indicate whether you will pay immediately or at a later date
4. Sign the form
5. Print it out and submit it in person at Stop 1
6. Please bring appropriate photo identification, listed here: go.unimelb.edu.au/93m6

* Please note: Where payment is required, we only accept card (Amex and Diners not accepted).

PREFERENCES COMPLETE

Personal information:

Student Number: □□□□□□□□
First name: 
Last name: 

Please select:

☐ Replacement of a Lost Student Card ($50 non refundable fee applies)*
☐ Replacement of a damaged card through misuse (e.g. card is cracked or bent) ($50 non refundable fee applies)*
☐ Replacement of faulty card (e.g. front of card has worn off or card cannot be read by Card Readers) (No Charge)
☐ Replacement of Stolen Card – No Police Report ($50 non refundable fee applies)*
☐ Replacement of Stolen Card – Stolen Property Report (Notice to the Victim is attached) (No Charge)
☐ I am unable to make payment today.
   ☐ I agree to return to Stop 1 to pay the fee as soon as possible. Until payment is made, I understand I will be unable to access my results online or receive an academic transcript.

Student signature:

Signature:____________________________

Date: □□ / □□ / □□□□□□

OFFICE USE ONLY

☐ Evidence sighted
☐ Student paid, receipt attached
☐ or RSC sanction loaded

Card processed by: ____________________________

The University of Melbourne collects personal information in accordance with the University Privacy Policy which can be viewed in full at http://policy.unimelb.edu.au/MPF1104. Information is collected, used and stored for the purpose of administering enrolment and related activities. Commonwealth and State agencies require certain information to be reported or disclosed by the University. You may request access to your information at any time by contacting the privacy officer at privacy-officer@unimelb.edu.au.

Further information needed to fill out this form can be found online:

STUDENT CARD

Instructions and information for students