Student Card Application
Distance students

Please note: Only students who live outside Melbourne and do not attend campus during semester should complete this form.

TO OBTAIN A STUDENT CARD:
Please complete this checklist:
☐ Complete all steps of your online enrolment
☐ Include a certified copy* of photographic identification, such as a drivers licence or passport
☐ Upload your photograph via the CaptureME portal
☐ Submit this form via the steps below

HOW TO SUBMIT THIS FORM
2. In the Current Student section, select: Submit an Enquiry
3. Under ‘Enquiry Title’, enter: Student Card Application for Distance Students
4. Under ‘Topic’ in the drop-down, select: Get support
   Next, select the subcategory: Other enquiry
5. Attach your completed form along with any supporting documentation
6. Submit

* What is a certified copy?
It is a photocopy of an original document that has been sighted (along with the original) by any of the following Professionals:
• Bank Manager
• Barrister
• Clerk of the Courts
• Dentist
• Doctor
• Justice of the Peace
• Municipal Council Member
• Member of State or Federal Parliament
• Notary
• Pharmacist
• Police Officer
• School Principal
• Solicitor
• Veterinary Surgeon

PLEASE COMPLETE
Personal information:
Student Number: 
First name: 
Last name: 

Address confirmation
Would you like your student card to be posted to the same address you’ve listed on your personal details in my.unimelb?
☐ Yes
☐ No
If not, please list here:

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

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.