

OFFSHORE REPLACEMENT ID CARD REQUEST A12

Please complete and submit this form to request a replacement student identification card for offshore students.
Prior to completing the form please read the information and instructions below carefully.

INFORMATION

You will be issued with a free student identification card at the commencement of your course. This will be supplied with a confirmation of your enrolment through your home institution.

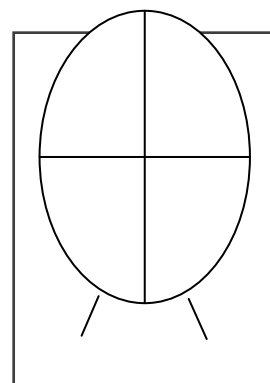
If your identification card is lost or damaged a charge of AUD\$30.00 applies to replace it.

If your card was stolen a replacement card will be issued free of charge if you attach a copy of an official **Police Report** to this form.

Payment can be made by credit card or bankdraft/cheque.

INSTRUCTIONS

1. Complete the details on the reverse of this form.
2. Please attach a passport size photograph in the space provided.
The photo should be of your head and shoulders only.
Before attaching the photo please print your full name and student ID number clearly on the back of the photo.
Only use tape to attach the photo.
3. You also need to attach a photocopy of another document that shows your full name and a photograph such as a driver's license or passport. This document must be a certified copy of the original document. To certify the document you should use a person who is authorised to witness legal documents like a police officer, doctor or lawyer/solicitor.
4. Submit this form with the photograph, the additional identification document and payment details at your site of study.



Attach photo here

CONTACT:

Enquiries www.vu.edu.au/askvu
Phone +613 9919 6100
Web www.vu.edu.au/students

EMAIL:

offshoreadmin@vu.edu.au

MAIL TO:

Admissions and Enrolments
Victoria University
St Albans Campus
Victoria University
PO Box 14428
Melbourne VIC 8001

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).

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Please write in BLOCK LETTERS using a black or blue pen.

FIRST NAME:	STUDENT ID:	S
FAMILY NAME:		DATE OF BIRTH: / /19
FORMER FAMILY NAME (IF APPLICABLE):		OTHER NAMES:
COURSE CODE:	INSTITUTION:	SITE:.
COURSE TITLE:		

CURRENT MAILING ADDRESS (If this is a change of address, please also submit a Personal details amendment form)

STREET NUMBER AND NAME:	
SUBURB:	POSTCODE:
COUNTRY:	DAYTIME/MOBILE PHONE NUMBER:
EMAIL ADDRESS:	

PAYMENT BY BANKDRAFT OR CHEQUE

Please make the bankdraft or cheque payable to Victoria University for the amount of AUD\$30.00

CREDIT CARD PAYMENT (complete this section for payment of your card - please note that we do not accept American Express and Diners club cards)

TYPE OF CARD (PLEASE TICK):	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	AMOUNT - AUD\$30.00						
CREDIT CARD NUMBER:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S NAME (PLEASE PRINT):									
CARDHOLDER'S SIGNATURE:					DATE:				

I have read the instructions and Privacy information on the reverse of this form and declare the information supplied is true and correct.

STUDENT SIGNATURE:	DATE:	/	/20
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FINANCE OFFICE USE ONLY subcode ID

AMOUNT PAID:	SIGNATURE:	DATE:
RECEIPT NO.:		
NEW ID CARD SENT:	NAME:	DATE:

*VU comply with the PCI Data Security Standard Requirements and we dispose/shred any credit card details immediately after the transaction has been approved.