

# **Postgraduate and Honours Students Temporary Library Card**

Please print CLE	ARLY		
Legal Last Name Legal First Name			
Second Name(s)		DOB	Title
Student I.D No.		Phone	
Address			
Email Address			
The above student:	(HDR students un head of departm Just bring this for	e by research student who is under ex der examination do not require super ent signature) m and your photo identification to: evel 3 Jane Foss Russell Building (G	visor, course coordinator or
or	is an intending	Honours student	
		Postgraduate student	
		by research / postgraduate student rily suspended studies	
TO BE COMPLET	ED BY COURSE COOF	RDINATOR	
I request that her/h	nis Library borrowing righ		
	Semester 1	Semester 2	Semester 1 and 2
I certify that the de	etails of appointment in the	nis application are correct.	
Signature	gnature Name (print name)		
Supe	rvisor/Course Coordinate	or	
Date		_	
TO BE COMPLET	ED BY HEAD OF DEP	ARTMENT	
		Iniversity of Sydney Library against cove student during the defined period.	osts related to loss or damage of
Signature		Name (print name)	
Donortmont		Data	

Updated November 2014 Page 1 of 2

Please provide the following documentation to ensure your card application will be processed.

- ☐ Passport-style photo (please attach). NOTE: Not required if applying in person.
  - Refer to photograph guidelines
  - Clearly print your full name and sign on the back of the photo

### □ Proof of identity

The following documents are acceptable as proof of your identity (must be certified by a JP or Notary Public, if by post or email)

- A valid passport
- A current driver's licence
- A NSW photo card

Send your application either by post: Campus Cards, Student Centre, Level 3 Jane Foss Russell Building (G02), University of Sydney, NSW 2006

Or by email: university.cards@sydney.edu.au

**ATTACH NAMED &** SIGNED PHOTO **HERE** 

**NOT NECESSARY TO ATTACH IF APPLYING IN PERSON** 

## Photograph guidelines

- Photos must not be more than six months old
- Passport style, good quality with no marks on image
- Plain background
- Appropriate brightness and contrast and show your skin tones naturally
- Sharp clear focus

#### The photograph must

- Show complete head and neck
- Show you looking straight at the camera (no tilted head)
- Be taken with a natural expression (not laughing or frowning)
- ☐ Show your eyes open and clearly visible (no hair in eyes)

#### **Head coverings**

☐ The photograph must show you without any hat or other head covering. If you wear a head covering for religious reasons a photograph will be accepted but your facial features must be clearly shown.





Correct photograph

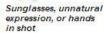


NO











NO

Glasses or hats

## **Privacy Statement**

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to:

Campus Cards, telephone: 9351 2423, email: university.cards@sydney.edu.au

**Updated November 2014** Page 2 of 2