



REMOTE CAMPUS STAFF CARD APPLICATION

Staff Details

Please print CLEARLY

Surname: Other Names: Title:

Staff No: Date of birth:

(Or letter of appointment)

Phone: Mobile:

Departmental address:

Email address:

Signature: Date:

Please attach a passport-sized photo here
PLEASE PRINT YOUR NAME & SIGN ON THE BACK

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

❖ **Passport-sized photo (please attach)**

- This photo must be a passport-style photo of yourself (head and shoulders, taken within the last two years)
- You must not wear sunglasses or headgear, e.g. hats, bandanas (except for cultural and religious purposes)
- Clearly print your full name and sign on the back of the photo

❖ **Certified copy of your passport, driver's licence or NSW photo card**

The person who certifies your documents must sight the original document and include the following details **on all pages** that contain information:

- Stamp or write 'this is a true copy of the document sighted by me'
- Sign, date and provide contact details (name, address and telephone no.)
- The official stamp or seal of their organisation or their profession.

❖ **Completed form**

NOTE: All requested documentation must be certified. Faculty Administrators may certify documentation and send it on your behalf to the University Card Centre for processing. If the required documentation is not attached, your application cannot be processed.

Declaration

The following declaration must be completed by your Faculty Administrator, Justice of the Peace OR A Notary Public.

Statement of Faculty Administrator or Justice of the Peace or Notary Public:

I certify that this photo is a true representation of the above-named person.

Signature of Faculty Administrator or Justice of the Peace or Notary Public:

Name of Faculty Administrator or Justice of the Peace or Notary Public:

Date:

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 the University Card Centre, telephone: 9351 2423, email: university.cards@usyd.edu.au

PLEASE POST TO:

University Card Centre, Level 2, Fisher Library F03, University of Sydney NSW 2006