

Application for a Student Identification Card (Fully Online Students Only)

A. STUDENT INFORMATION

Surname		Given Name(s)	
Student ID (if known)			
Course (Tick box)	<input type="checkbox"/> Bachelor of Sports Business (Leadership) <input type="checkbox"/> Bachelor of Sports Coaching (Management) <input type="checkbox"/> Bachelor of Sports Coaching (Strength & Conditioning)	<input type="checkbox"/> Bachelor of Health & Movement (Health Promo.) <input type="checkbox"/> Graduate Diploma of Sports Administration <input type="checkbox"/> Other _____	
Commencing	Semester: _____ Year: 20 _____		

B. ID PHOTO SPECIFICATIONS

The student must supply an ID photo which meets the requirements specified below, and which is endorsed on the back by a person who fulfills at least one of the categories listed in Section C.

The photo must:

- Be taken within the last six months
- Have the photo dimensions: at least 45mm high x 35mm wide
- Have a plain, light-coloured background
- Be of good quality colour and on high quality paper (not torn, creased or marked)
- Be taken with good lighting, no shadows across face
- Be full face, front view with open eyes
- Show your full head from top of hair to top of shoulders
- Be taken with a neutral expression (not laughing or frowning)
- Show your eyes open and clearly visible, and no hair in your eyes
- Show your eyes clearly through glasses, if you wear them (no tinted lenses)
- Be in sharp focus and clear.
- Show you without any hat or other head covering (if you wear a head covering for religious reasons, we will accept a photograph of you wearing it, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown)

The ID Photo must be endorsed on the back by a certifying officer who writes "This is a true photo of (your name)" and signs it. Eg:

**This is a true
photo of**

(full name of applicant)

(Signature of certifying officer)

C. CERTIFYING OFFICER INFORMATION

Title		First Name		Surname	
Position & Organisation Name (or Registration Number if a JP)					
Tick applicable category box/es:					
<input type="checkbox"/> A Justice of the Peace with a registration number <input type="checkbox"/> A barrister or solicitor <input type="checkbox"/> A senior academic or administrative officer of an educational institution; eg Principal, Dean, Registrar, Faculty Chair <input type="checkbox"/> A postal manager <input type="checkbox"/> A bank manager			<input type="checkbox"/> An accountant who is a member of the Institute of Chartered Accountants in Australia, or the Australian Association of Taxation and Management Accountants or be a Registered Tax Agent <input type="checkbox"/> A police officer <input type="checkbox"/> An Australian Consular Officer or Australian Diplomatic Officer <input type="checkbox"/> An ACPE staff member		

NB. The student, or a person related to the student by birth or marriage, cannot be the certifying person even if he/she belongs to one of the categories.

D. Student's Signature:

Date:

Post to: Student Services, ACPE, Locked Bag 2000, Concord West NSW 2138