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Application for Student Card Business Process

Description: Student cards are the primary form of identification for students on campus. It grants the holder building access, library membership as well as certain concessions off-campus.

How: To apply for a student card the student needs to fill in an Application for Student Card form. Application for Student Card forms are available from Student Administration or online at:
<http://www.anu.edu.au/sas/forms/StudentCardForm.pdf>.

When: The majority of students are provided with a student card as part of the enrolment process, or on site at Student Administration. The application form will normally only be used for students who study off-campus and are unable to have one generated via the normal process.

Where: Applications for a student card are to be lodged with Enrolments.

Process

1. Form is submitted to Student Administration with a passport sized photo.
2. Student number is processed using the Cardax panel on S21
3. Card is created on the Cardax Command Centre using the picture attached on the form.
4. The completed Student Card is mailed the student.
5. File application form with Enrolments

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