



University of the  
West of England

### **Application for Student Identity Card – Guidance for completion**

To obtain your student identity card, please return the completed “Application for a Student Identity Card” form to the University **within the next 7 days**.

You are required to provide one photograph which is:

- recent
- passport type and quality
- in colour
- printed on normal, thin, photographic paper
- unmounted
- 4.5 cms x 3.5 cms
- of your full head, facing forward, without any head covering unless worn for religious beliefs or medical reasons
- taken against a light background
- and have your name printed in capitals on the back
- a digital photograph on photographic quality paper is acceptable.

The photograph should be secured to the application form where specified with either Blue-Tac or similar, please do not use sellotape.

You will collect your Student Identity Card at registration.

When collecting your card, you will need to produce evidence of your identity to faculty administrative staff to verify that you are the person named on the Student ID Card. **The University will only accept the following documents:**

- **a valid passport**
- **a valid photographic driver's licence**
- **a valid photographic EU or Swiss national identity card.**

If you think you will have difficulty providing one of the above, please contact your School Office in advance of registration.

Please note that if you delay returning your application for a Student ID Card, you may not receive your card on time.

Please return the completed form to your School office:

Bristol Institute of Technology  
University of the West of England  
Frenchay Campus  
Coldharbour Lane  
Bristol  
BS16 1QY

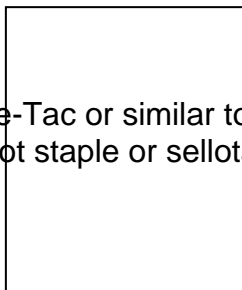


University of the West of England

### Application for a Student Identity Card

Please complete this form and return it to your School office within the next seven days.

Please use Blue-Tac or similar to secure photo.  
Do not staple or sellotape.



The Identity Card should be kept safe as it provides proof of University student status and entitles you to use University facilities, such as the Library and IT services, and to join the Students' Union. In some Schools, you will also need to use your card to gain entry to examination rooms and workshops or laboratories, particularly if these are access controlled. You will be required to produce the Identity Card to collect your parking permit. This card must also be produced if requested by security personnel.

**This card will last for the duration of all your courses at UWE, including any study you do in the future.**

**PLEASE COMPLETE IN BLOCK CAPITALS:**

Student Number (if known) .....

Surname ..... Title .....

Forenames ..... Date of Birth .....

School .....

Course title .....

Course year ..... Study Mode (FT/PT) .....

**Please note that, whilst your card will be issued free of charge, a charge may be made for replacement cards.**

Signature: ..... Date .....

For HSC students only – delete as necessary			
1. Student Nurse	2. Student Radiographer	3. Student Midwife	4. Student Physiotherapist
Based at Hartpury	YES / NO		