**Student ID Cards at the Broome Campus Library**

You are entitled to a Student ID Card and will need it to identify yourself as a student, to borrow library materials and to store credit for the photocopying, scanning and printing services available on-campus. You will also need your Student ID Card to sit university examinations.

*The University produces a high quality student card at a cost of $15.*

**How to apply for a Student ID Card**

**On-campus students**

To receive a Student ID Card, please see the Senior Finance Officer in the Administration Office to pay for your card. Payments can be made by cash, cheque or credit card. You will be given a receipt which you will need to bring to the Library to have your photograph taken. Photograph session times will be advised during orientation or you can book a specific time by contacting the Library front desk.

If you are a returning student, please collect a current year sticker for your card from the Library.

**External students**

External students wishing to receive an UNDA Student ID Card are asked to:

1. Submit a payment for the card. This can be done by mailing a money order or cheque, or by making a credit card payment by phone. If paying by money order or cheque, please make it out to *The University of Notre Dame Australia* and mail to:

   - The University of Notre Dame Australia  
   - ATTN: Senior Finance Officer  
   - PO Box 2287  
   - Broome, Western Australia 6725

   Credit card payments can be made by contacting the Senior Finance Officer by telephone on 08 9192-0604.

2. Attach a current passport sized photo, with your name and Student ID clearly printed on the back, to the cheque or mail the photo separately to:

   - The University of Notre Dame Australia  
   - Broome Campus Library  
   - PO Box 2287  
   - Broome, Western Australia 6725

   Alternatively, you can email the photo to broome.library@nd.edu.au

If you are a returning external student, please contact the Library on 08 9192-0644 to request a current year sticker for your card.

**Collecting new student cards**

Once the Student ID Cards have been generated, usually a 10 day turnaround, the card will be mailed to the external student’s postal address that is on record with the University. On-campus students will be contacted by email and asked to collect their new cards from the Library desk.

*Please notify the Library immediately if your card is lost or stolen.*