

APPLY FOR A TAFE CARD ONLINE

All new students can apply for a TAFEcard. The TAFEcard is required for identification on campus, library borrowing, library photocopying, and identification at examinations.

If you already have a TAFEcard then you should not complete this application. Your previous TAFEcard can be reactivated. This will be automatic if you are re-enrolling. If you do not have a proof of age card, or are under 18 years of age, you will need a guarantor. Please ask a Customer Help Officer for the *Guarantor Form*.

HOW TO APPLY BY EMAIL:

1. Your image (so that we can put this on your TAFEcard)

Get a good electronic image of yourself in .jpg format. This should:

- Be in colour
- Be no more than 6 months old
- Be good quality
- Have a plain background with only yourself in it
- Clearly show your face
- Be a full front view of only your head and shoulders

(If you usually wear prescription glasses, you should wear them in the photograph. You should not wear tinted glasses or any head covering. If head covering is worn for religious reasons, the photo must show your facial features clearly.)

2. Proof that it is you (to protect your identity)

Get an electronic image in .jpg format, of either:

- Your current Australian Driver Licence
- The personal details page of your passport
- Your proof of age card

This must:

- Clearly show your face and name
- Be in colour
- Be no more than 6 months old
- Be very clear

3. Your details

Send an email to: <https://tafensw.custhelp.com/app/contact-us/enquire> showing:

- Your TAFE student number
- Your name
- Your postal address
- Your date-of-birth
- The number and name of your course

Attach the .jpg of 'Your image' and the .jpg of your 'Proof that it is you' to the email.

4. Your new TAFEcard

Your new TAFEcard will be posted to the address on your enrolment form, usually within 5 to 10 days.