

# CIT Student ID Check

## Instructions

New students at CIT are required to provide proof of ID when enrolling. To do so, complete the following:

**1. Complete SECTION 1 to confirm you are a Domestic student.**

Students enrolling into a Diploma, Advanced Diploma or Higher Education program must provide at least one of the documents listed in Section 1b.

**2. Complete SECTION 2 to confirm your identity.**

To confirm your identity, you must provide three forms of ID including:

- a. at least one form of photo ID, and
- b. at least one form of ID displaying your date of birth.

**3. Submit this form and any supporting documentation:**

- a. In person to CIT Student Services on any campus, who can verify your documents on the spot, or
- b. In person to your teacher or other CIT staff member, who can verify your documents and submit the form to CIT Student Services on your behalf, or
- c. By email to [infoline@cit.edu.au](mailto:infoline@cit.edu.au) (must be certified true copies, see below).

**CIT number**  
(if available)

**Your name**  
(please print)

**Contact Number**  
(if more information is required)

Please tick the applicable boxes and submit this form with your documents (if submitting via email, documents must be certified true copies).

## SECTION 1a

To confirm Domestic student status, provide the following (or any document in Section 1b):

Green Medicare card

## SECTION 1b

Diploma, Advanced Diploma or Higher Education students must provide one of the following:

Australian Citizen		New Zealand Citizen	
Australian Passport	<input type="checkbox"/>	New Zealand passport	<input type="checkbox"/>
Australian birth certificate	<input type="checkbox"/>	New Zealand birth certificate	<input type="checkbox"/>
Australian citizenship certificate or Naturalisation Certificate	<input type="checkbox"/>	Certificate of New Zealand Citizenship	<input type="checkbox"/>
Permanent Resident		Permanent Humanitarian Visa	
Certificate of Evidence of Resident Status	<input type="checkbox"/>	Certificate of Evidence of Permanent Humanitarian Status	<input type="checkbox"/>
Permanent resident Visa	<input type="checkbox"/>	Permanent Humanitarian Visa	<input type="checkbox"/>

## SECTION 2

Students must confirm their identity by providing three forms of ID, which may include ID already provided in Section 1. Students must provide:

- At least one form of photo ID, and
- At least one form of ID displaying the student's date of birth

### 1. Suggested forms of photo ID

A current Australian or New Zealand passport	<input type="checkbox"/>	A current tertiary institution ID card	<input type="checkbox"/>
A current passport showing the student has an Australian permanent resident visa	<input type="checkbox"/>	A current Proof of Age card	<input type="checkbox"/>
A current employee ID card issued by Government authority or Public Service	<input type="checkbox"/>	A current high school or college ID card	<input type="checkbox"/>
A current licence issued under Australian law (eg driver's licence or other photographic government issued licence).	<input type="checkbox"/>	A current international driver's licence	<input type="checkbox"/>

### 2. Suggested forms of ID with Date of Birth

Drivers Licence	<input type="checkbox"/>	Passport	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	School ID card	<input type="checkbox"/>

### 3. Suggested forms of other ID without photo

A birth certificate or extract of birth certificate	<input type="checkbox"/>	Social Security, Health Care or Pension Card	<input type="checkbox"/>
Australian or NZ Citizen Certificate	<input type="checkbox"/>	Notification of Business (apprentices only)	<input type="checkbox"/>
Green Medicare card	<input type="checkbox"/>	A telephone bill or rates notice in the student's name	<input type="checkbox"/>
A financial institution statement or debit /credit card in student's name If using more than one, each must be issued by a different financial institution	<input type="checkbox"/>	Formal documentation from Department of Immigration and Citizenship, confirming permanent residence	<input type="checkbox"/>

If you are unable to provide sufficient identification, please contact CIT Student Services on phone **(02) 6207 3188** or email [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for further assistance.

### Certifying documents

To find out who can certify documents, visit the List of Signatories at:

[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)

The certifying authority must state on the copy of the document:

*"I certify that I have sighted the original document and this is a true copy of the original document and that <applicant's name> is the valid holder of this document."*

The certifying authority must include their name, signature, role/qualification, and date.

#### Privacy Notice

The personal information on this form is being collected under the principles of *The Information Privacy Act 2014* (ACT) to enable processing of your enrolment. If applicable CIT may use your personal information to assess your entitlement to Commonwealth assistance; and provide your personal information for allocation of a Commonwealth Higher Education Student Support Number (CHESSN) and national reporting to the Department of Education, Australian Tax Office (ATO) and the Tertiary Education Quality and Standards Agency (TEQSA) as authorised by the *Higher Education Support Act 2003* (Cth) and the *Tertiary Education Quality and Standards Agency Act 2011* (Cth). If you do not provide the requested information, CIT may not be able to process your enrolment. More information about how to access your personal information and how to make a complaint about your personal information is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.

**OFFICE USE ONLY**

#### ID documents verified by:

Name:..... Dept:.....

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

CIT staff verifying ID may submit this completed form to: Email: [infoline@cit.edu.au](mailto:infoline@cit.edu.au)  
Internal mail: CIT Student Services, Room A04, CIT Reid.