

Academic Year 2009/10

Dear Student

All students of the University of Southampton are issued with a Student Registration Card (Smart ID Card), which they are required to carry while on University premises. Please read this document carefully and act immediately upon the instructions it contains. The card serves as your:

- Student registration ID card
- Library card
- Sportrec membership card (where applicable*)
- Uni-Link Bus Pass (where applicable**)
- Students' Union Membership card.
- Door access card (where applicable)
- Arts Pass (where applicable – redeemable on Highfield Campus, Southampton only)

The Smart ID Card carries a **colour** photograph of the holder.

On-Card Facilities

As it is a “Smart” card, it also carries (where applicable) your entitlement for access to University facilities as mentioned above. Some of these can be pre-purchased and details can be found at the following internet locations:

Sports & Recreation: <http://www.sportrec.soton.ac.uk>

Uni-Link: <http://www.unilinkbus.co.uk>**

Pricing for Sports & Recreation is £110.00*

Pricing for Arts Pass is £20.00

*Price quoted is for 1 year membership – please note if you are on a short course (less than a year) you may be eligible for short course membership – please visit the sportrec website for further information. Short Course Sportrec Membership can only be added to your card at the Jubilee Sports Centre. You must be a **full time** student to be eligible for Student Sportrec membership.

**Uni-link is included on your ID Card for all students who are resident in University Halls of Residence, as the cost is included in the accommodation fee that you are being charged. (1 Uni-link pass per flat for couple's accommodation). *Please note that the Uni-Link Bus network is available in the Southampton area ONLY.*

If purchased in advance, these facilities/memberships will be loaded on to your card and will be available for use as soon as you receive it. These facilities can also be added to your card once it has been made – further information is available from the ID Service website <http://www.soton.ac.uk/sais/idstudio/idstudio.html>

The University has also made arrangements with Southampton City Council so that you can use your University Smart Card at public libraries in the city.

Opting out of Students' Union Membership

If you wish, you may opt out of membership of the Students' Union. Details and an application form can be obtained from the Student Services Centre, George Thomas Building, University of Southampton, Southampton SO17 1BJ. The form should be returned within four weeks of the initial registration or start of your programme of study. Email: ssc@soton.ac.uk to obtain an opt-out form.

What you should do now

Please read the enclosed Smart ID Request Form 2009/10 carefully. Please ensure you have completed all form sections fully and attached (using glue NOT staples or paperclips) a good quality, colour, passport photograph. Additional ID card forms and payment forms can be found at the Student Services Centre, located in building 37, on the University of Southampton Highfield campus, or online at <http://www.soton.ac.uk/sais/idstudio/idstudio.html>

Please return your form to:

ID Card Service
Student Services Centre
University of Southampton
Highfield
Southampton
SO17 1BJ

We are unable to accept your application form by fax or email.

Your card should be made approximately 14 days after the form has been submitted to the ID Card Service. The card will be made available at your school office at the start of the academic year, once you have been registered on your course. **The ID application form will need to be returned by the deadline for your course.** Undergraduates will need to return the form to arrive no later than Monday 14th September 2009 in order to ensure their card is ready for when they arrive.

A full list of application deadlines can be found on the ID Service website:

<https://www.soton.ac.uk/sais/idstudio/idstudio.html>

Failure to complete your application on time **will result in a delay of 14 days** for your card to be produced and delivered to your School Office.

All Students - Please do not forget to:

- Write your Student ID Number on the form. This will be an 8 digit number (prefixed by your Library digit, usually a 2, 3 or 4)
- Attach a good quality **colour** photograph. This must be passport size & format - digital photographs printed onto paper are not acceptable.
- Enclose payment, if appropriate. One cheque will suffice, e.g. if you are purchasing 2 applications, one cheque will cover them both. **Failure to provide a relevant payment method will result in the facilities not being added to your card when it is made.**
- We also accept Maestro, MasterCard and Visa debit or credit cards. American Express and Diners Card cards are not accepted.
- Sign and date the form.
- Stick a stamp on the envelope if posting your form to us

Before arriving at the University of Southampton, please make sure you have enrolled online at www.enrol.soton.ac.uk - failure to do so will result in your ID Card being withheld.

Please do not hesitate to contact the Student Services Centre if you have any queries, or wish to track the progress of your Smart ID card:

Email: ssc@soton.ac.uk. Telephone: (+44) (0)23 8059 9599

Conditions of Use

1. The card is issued to you for your own personal use and is not transferable. It must not be lent or given to anyone else. It remains the property of the University and must be returned to the University when requested. You must carry the card with you at all times when on University premises. You must produce this card when requested to do so by any member of staff, including but not limited to the University's Security Staff, Library Staff and Students' Union Staff or other authorised persons and surrender the card to them if so required.

2. You are personally responsible for the safety of your card. If the card is lost or stolen you must inform the ID Card Service and the Library immediately. To obtain a replacement card to replace a lost or damaged/faulty card, students should contact their School or Department office who will issue them a 'Student Replacement Card Form'. This should be duly completed and taken to the Student Services Centre. The form can be obtained from the ID Card Service website: - <http://www.soton.ac.uk/sais/idstudio/idstudio.html> or alternatively pick up a form at the Student Services Centre. There is a £10 replacement fee for each lost, damaged or defaced card.

3. The card is recognized as a valid identity card throughout the University including hospitals connected to the Faculty of Medicine, Health and Life Sciences, at the National Oceanography Centre Southampton, and at Winchester School of Art.

4. The card must be returned to your School or Department Office when you leave the University or if you suspend your studies. While you remain a member of the University, the card will be valid until the end of your course. In the event that your course is extended, or you change your course and this involves a change to another School or your card needs to be replaced for any other reason (other than under Condition 2 above) you will be issued with a Student Replacement Card Form by your current School or Department Office. This should be duly completed and taken to the Student Services Centre.

5. If you are a full-time student and have opted out of Students' Union membership, your card will not display the words 'Students Union Card'. Please note that some part-time students are not members of the Students' Union.

6. Most students who have the right to borrow from the Library are registered to do so automatically; those who are not must seek registration in person from the Library. You must be registered before the Library will recognize the barcode on your card. You may not borrow from the Library after you have completed your final examinations or submitted your thesis/dissertation. The expiry date on your card is separate from any Library expiry date. You are responsible for anything borrowed from the Library with your card and for complying with all Regulations governing use of the Library and associated facilities in force from time to time.

7. The card serves as a:

- Student registration ID Card / Staff ID Card
- Library card
- Sportrec membership card (where applicable)
- Uni-Link Bus Pass (where applicable)
- Students' Union Membership card (where applicable)
- School / Service door access card (where applicable)
- SmartCities card (where applicable)
- Arts Pass (where applicable)

and the card provides:

- Access to secure bicycle storage (where applicable)

You must comply with any additional rules, regulations or conditions of use governing the use or membership of such facilities in force from time to time.

8. Persistent breaches of these Conditions of Use may lead to disciplinary action and withdrawal of facilities without refund of any payment made by you for the issue of your card.

List of Valid Identity Documents

The University of Southampton requires that all new students prove their identity at the commencement of their programme of study and before a University ID card is issued.

All students must bring **two original** forms of **valid/unexpired** identification:

One of which MUST be from Group A and the second from Group A or B

Please **DO NOT** send these documents to the University. Please bring them with you to present at your Academic School during induction.

GROUP A

- **Passport** (any nationality)
- **UK Border Agency Biometric ID card**
- **UK issued Driving Licence – full or provisional** (photocard only)
- **EU National Identity Card** (EU countries only)
- **HM Forces ID Card (UK)**
- **PASS Proof of Age card** eg. **CitizenCard, ProofGB, UreLife, ValidateUK, Young Scot, SmartCities**

GROUP B

- **Student Loan Company financial support notification (UK)**
- **Birth Certificate**
- **Adoption Certificate (UK)**
- **National Insurance Card (UK)**
- **UK issued Driving Licence** (old style)
- **Marriage/Civil Partnership Certificate**
- **Vehicle Registration Document** (Document V5 old style and V5C new style only)
- **Bank/Building Society Statement***
- **Credit Card Statement***
- **Utility Bill*** electricity, gas , water, telephone – inc. mobile phone contract/bill
- **Insurance Certificate****
- **Exam Certificate**
- **ATAS Certificate**
- **TV Licence****
- **NHS Card (UK)**
- **Certificate of British Nationality (UK)**
- **Work Permit/Visa (UK)****
- **One of the following documents from the UK Border Agency (UKBA) (formerly the Borders and Immigration Agency (BIA)** Do not use more than one of the following documents: Convention Travel Documents (CTD), Stateless Person's Document (SPD), Certificate of Identity (CID), Application Registration Card (ARC)
- **CRB Disclosure Certificate (UK)****

* Documentation should be less than three months old.

** Issued within past 12 months.

If you are unable to provide any form of identification from Group A, please contact the Student Services Centre for further advice.

Tel: +44 (0)23 8059 9599

Email: ssc@soton.ac.uk