

STUDENT ID CARD REQUEST FORM

All students require an ID card. Please complete this form as fully as possible, writing clearly within the squares and using block capitals. If you have any queries regarding your application for an ID card, please call 07- 560 2560, e-mail Enrol.Malaysia@soton.ac.uk or visit the Student Office, in the UoSM.

Stick a good quality
COLOUR
PASSPORT-SIZED
PHOTOGRAPH in here.

**DO NOT USE STAPLES OR
PAPERCLIPS**

Photographs should be
Portrait type only.

**Write your name and ID
number on
the back of the photo**

1. YOUR UNIVERSITY NUMBER

2. NAME TO BE PRINTED ON ID CARD:

3. ACADEMIC YEAR

4. YOUR NAME

5. DATE OF BIRTH (DD/MM/YY)

6. Please tick if you are: Undergraduate

☐

Full Time Study

☐

Foundation Year

☐

Part Time Study

☐

7. Course title:

8. Start date of your course

7. CONTACT DETAILS

Email Address

Contact Telephone Number

To ensure your ID card is made promptly, please send the completed form (with photograph attached) as soon as possible to:

ID cards
University of Southampton Malaysia
No 3, Persiaran Canselor 1
Kota Ilmu Educity @ Iskandar
79200 Iskandar Puteri
Johor

OR scan and email the completed form with a photograph (in jpg/jpeg format) to Enrol.Malaysia@soton.ac.uk

Please note, it can take up to 2 weeks to process your ID Card application.

Don't forget to read and sign the agreement below and provide a photograph

AGREEMENT

I certify that the information given by me is correct and I will inform the University immediately of any change of my details or circumstances. In accepting the card and the associated facilities that I have requested, I agree to observe the conditions of use. I understand that the card is not transferable. I give my permission for the data provided on this ID application form to be used for administrative purposes within the University of Southampton Malaysia Campus and for advising me of services to which my ID card may give me access.

SIGNED

DATED (DD/MM/YY)

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. The card is recognized as a valid identity card throughout the University

2. You are personally responsible for the safety of your card. If the card is lost or stolen you must inform the Student Office immediately. To obtain a replacement card to replace a lost or damaged/faulty card, students should contact the Student Office who will issue them a 'Student Replacement Card Form'. This should be duly completed. There is a RM50 replacement fee for each lost, damaged or defaced card.

3. The card must be kept safe at all times and must be brought along to the University of Southampton UK Campus at year THREE of your studies. The card is a proof of identification for students from USMC.

4. The card must be returned to the Student 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 Faculty or your card needs to be replaced for any other reason (other than under Condition 2 above) you will be issued with a Student Registration ID Card Replacement Form by the Student Office.

4. The card serves as a:

- Student registration ID Card / University ID Card
- Access to the respective rooms in the university building
- Access to the International Student Village (only applicable for residents)

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.

5. A breach 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.