

## 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 <a href="mailto:Enrol.Malaysia@soton.ac.uk">Enrol.Malaysia@soton.ac.uk</a> or visit the Student Administration and Services (SAS) Office, in the UoSM.

	1. YOUR UNIV	ERSITY NUMBER
Stick a good quality COLOUR PASSPORT-SIZED PHOTOGRAPH in here.	2. NAME TO B	E PRINTED ON ID CARD:
DO NOT USE STAPLES OR PAPERCLIPS	3. ACADEMIC	YEAR
Photographs should be Portrait type only. Write your name and ID number on the back of the photo	4. YOUR NAM	
	5. DATE OF BI	RTH (DD/MM/YY)
6. Please tick if you are: Un	dergraduate	Full Time Study
Fou	undation 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 majpg/jpeg format) to Enrol.		nd email the completed form with a photograph (in
Please note, it can take up	to 2 weeks to process yo	our ID Card application.
<u>Don't forget to l</u>	read and sign the agreem	ent below and provide a photograph
of any facilities that I have request is not transferable. I give r	change of my details or circumstanced, I agree to observe the conditions my permission for the data provided thin the University of Southampton M	s correct and I will inform the University immediately es. In accepting the card and the associated s of use. I understand that the card on this ID application form to be used for lalaysia Campus and for advising me of services
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 SAS immediately. To obtain a replacement card to replace a lost or damaged/faulty card, students should contact the SAS 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 UoSM.
- 4. The card must be returned to the SAS 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 SAS.
- 4. The card serves as a:
  - Student registration ID Card / University ID Card
  - Access to the respective rooms in the university building

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.