STUDENT ID CARD REQUEST FORM

Personal Details

1. **Name**

   Family name (Surname) _____

   Given name/s _____

2. **Student ID Number**

   _____

3. **Course Code and Name**

   _____

4. **Passport Number**

   _____

5. **Please indicate a reason in the list below:**
   - **A. Did not collect on Orientation Day**
   - **B. Current Student ID Expired / Expiring in 2 Weeks**
   - **C. Lost or Stolen Student ID Card**

   _____

Student Signature

Please check all details and return to Administration Staff.

Request will be processed within 3 – 5 working days.

Please Note: AI has right to charge replacement ID Card cost.

Date

Signature

Office Use Only

NAME OF AI REPRESENTATIVE:

DATE OF COLLECTION: **STUDENT INITIAL:**