



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: