

UNIVERSITY OF HAWAI'I AT MĀNOA ID APPLICATION

NAME: _____
LAST FIRST MIDDLE INITIAL

UH NUMBER: _____

TERM: (SELECT ONE) FALL SPRING SUMMER I SUMMER II OUTEACH COLLEGE

CLASSIFICATION: (SELECT ONE) UNDERGRADUATE GRADUATE LAW/MED NICE HELP

IS THIS YOUR FIRST UH-MANOA ID: _____

PLEASE READ THE UH-MANOA ID CARD PROCEDURES AND SIGN YOUR NAME AND DATE BEFORE RETURNING FORM.

FOR STAFF USE ONLY:

TERM: _____ VALIDATED: YES NO

UNIVERSITY OF HAWAI'I AT MANOA STUDENT ID CARD POLICIES AND PROCEDURES

FOR STUDENTS WHO HAVE NEVER OWNED A WHITE UHM ID CARD:

1. PLEASE PAY YOUR TUITION AND FEES IN FULL AT THE UH-MANOA CAHIERS OFFICE. FOR STUDENTS ON FINANCIAL AID, CHECK WITH THE FINANCIAL AID OFFICE TO CONFIRM THAT PAYMENT WAS MADE.
2. FILL OUT STUDENT ID APPLICATION AND READ THESE PROCEDURES.
3. SIGN AND DATE THE BOTTOM OF THIS FORM.
4. PRESENT THE APPLICATION ALONG WITH A PHOTO ID (E.G. DRIVER'S LICENSE, STATE ID WITH EXPIRATION, PASSPORT, ETC.) TO THE ID ATTENDANT. PINK TUITION RECEIPTS ARE NO LONGER REQUIRED.
5. YOUR ID PHOTO WILL BE TAKEN AND YOUR CARD WILL BE AVAILABLE SOON THEREAFTER.

FOR STUDENTS WHO HAVE LOST THEIR ID AND NEED A REPLACEMENT:

UH-MANOA STUDENTS RECEIVE ONLY ONE ID CARD NO MATTER HOW LONG THEY ARE AT THE UNIVERSITY OF HAWAII. IF YOU HAVE LOST YOUR ID, YOU MAY OBTAIN A REPLACEMENT ID AFTER PAYING A \$15.00 FEE. PLEASE PAY AT THE INFORMATION WINDOW PRIOR TO PICTURE TAKING. IF YOUR ID WAS STOLEN, YOU MAY OBTAIN AN ID FREE OF CHARGE AFTER FURNISHING A POLICE REPORT. **THERE ARE NO EXCEPTIONS.**

VALIDATIONS

STUDENTS MUST UPDATE THEIR ID CARDS EVERY SEMESTER AFTER THEIR TUITION AND FEES ARE PAID IN FULL IN ORDER TO HAVE ACCESS TO SOME CAMPUS FACILITIES. AFTER YOUR TUITION AND FEES ARE PAID, BRING YOUR CARD TO THE ID OFFICE AND A NEW SEMESTER STAMP WILL BE PLACED ON YOUR CARD.

WITHDRAWING FROM UHM

STUDENT WITHDRAWING FROM UH-MANOA ARE REQUIRED TO TURN IN THEIR CURRENT ID CARD IN ORDER TO OBTAIN AN AUTHORIZED SIGNATURE OF RELEASE.

I UNDERSTAND AND HAVE READ THE UH-MANOA ID POLICIES AND PROCEDURES AND I HAVE PROVIDED FACTUAL INFORMATION WHEN FILLING OUT THIS FORM.

SIGNATURE OF STUDENT

DATE