

UH Manoa Student ID Application

Applicant must present valid photo identification at the window; driver license, state ID, passport, etc.

Name: _____
Last First MI

UH Number: _____

- First UH Manoa ID** (I have never had a UH Manoa ID)
 Undergraduate Graduate NICE HELP Outreach Other
- Replacement UH Manoa ID** (\$25 for ID; Additional fee for replacement UPASS)
 Lost
 Stolen (Physical police report must be presented at time of replacement)
 Damaged (Card must be presented at time of replacement)
 Name change, misspelling, etc.

NOTICE: By signing your name below, you agree to abide by the student ID card policies and procedures. The policies and procedures can be found below and on the Campus Center Ticket Information and ID Office website: www.manoa.hawaii.edu/onecard

Student Signature

Date

For Staff Use Only: YES U-Pass
 NO U-Pass

EXP Date

Rep ID ONLY: Paid

New Pic
 Reprint

University of Hawai'i at Mānoa Student ID Card Policies and Procedures

FOR STUDENTS WHO HAVE NEVER OWNED A UHM ID CARD:

1. To obtain a UHM ID card, students need to be registered for the current semester and have no financial holds
2. Fill out Student ID application and read these procedures
3. Present the application along with a photo ID (e.g. driver's license, state ID w/ expiration, passport, etc.) to the ID attendant

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

UH-Mānoa students receive only one ID card no matter how long they are at the University of Hawai'i. If you have lost your ID, you may obtain a replacement ID after paying a \$25.00 fee. Please pay at the 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.

VALID CARDS and HOLDS:

A student ID card will be valid as long as the student is registered for the current semester and has no financial holds on his or her account. If during the semester, a student receives a financial hold, he or she will lose access to select student privileges. Once the hold has been COMPLETELY REMOVED from the account the student will regain those privileges within 24 hours.

WITHDRAWING FROM UHM:

Students withdrawing from UH-Mānoa are required to turn in their current ID card in order to obtain an authorized signature of release.

DAMAGING CARD:

Use of this ID Card is governed by and property of the University of Hawaii at Manoa. Damages done to an ID card, include, but not are limited to, punching holes in the card or writing on the card, and may result in the party having to purchase a replacement card. This card may not be used without proper electronic validation. Use of this card by anyone other than the card holder is strictly prohibited. The cardholder can and will be held liable for illegal use, and is responsible for immediately reporting a lost or stolen card to:

(808) 956-7236 or manoa.onecard@hawaii.edu