

IDENTIFICATION CARD

- All students are required to have a valid Identification (ID) card which must be in their possession at all times on the University Campus. Students who attempt to write examinations without a valid University ID card will be required to pay a fine.
- The ID card is the property of the University and is to be returned to the Graduate Studies & Research Section of the Registry on completion of the programme for which the student is registered or on withdrawal from the University.
- **New ID card** - Required by all new students and students who have changed Faculty and/or enrolment status (full-time/part-time).

- **Renewal of ID card** - Required when the card has expired. The expired ID is to be taken with proof of payment to the ID Centre.
- **Replacement of ID card** - Required when the ID card has been damaged or lost. If an ID card is lost this must be reported immediately to the ID Centre. A student will be issued a new ID card when he/she presents the receipt for payment of the replacement cost (along with damaged ID if applicable) at the ID Centre.

*Except for International (non-CARICOM) students and returning students already in possession of ID cards, **ALL students** will need to obtain ID cards **ONLY** after being registered for at least one course.*

- **ID cards for Post-graduate students will be distributed from the Multifunctional Room of the Main Library between 8:30am and 6:30pm during week days starting August 31, 2009.**
- **As at September 14, 2009, students without ID cards can obtain their cards from the ID unit, which is situated on the ground floor of the Administrative Annex, **between 8:30am and 4:30pm during week days.****

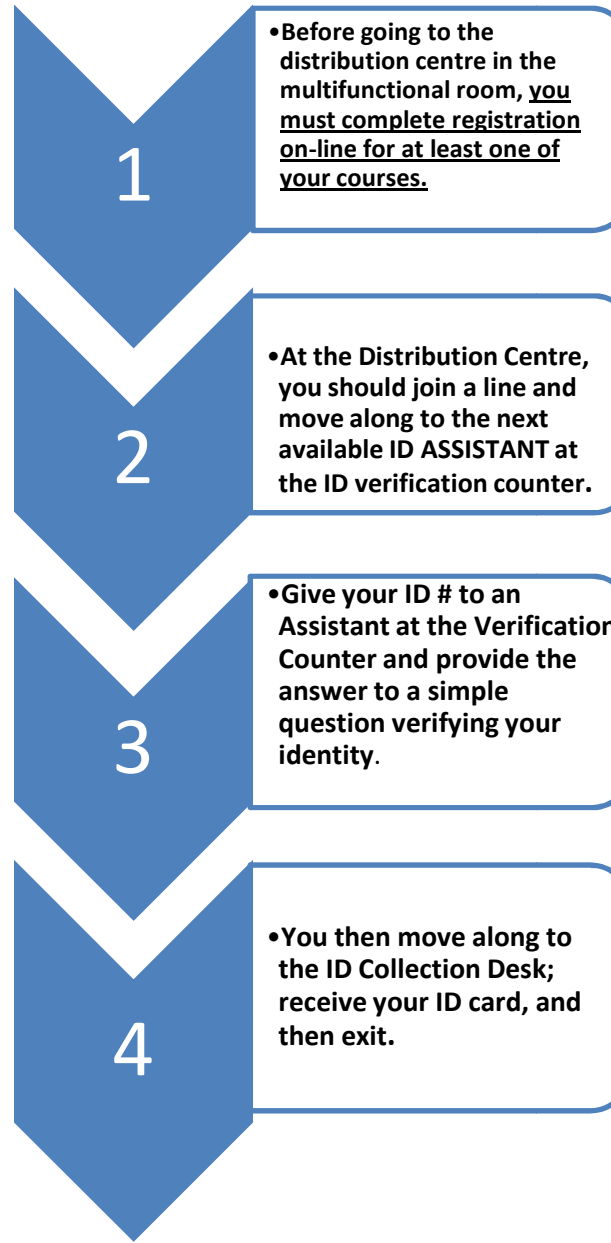
See the **Financial Information Brochure** for relevant ID cost

ID PROCESSING SCHEDULE

DATE	TIMES	
	8:30 A.M. – 1:30 P.M.	1:30 P.M. - 6:00 P.M
August 31, 2009	Social Sciences Surnames (A – I)	Pure & Applied Sciences Surnames (A – M)
September 1	Humanities & Education Surnames (A – M)	Medical Sciences & Law All Students
September 2	Social Sciences Surnames (J – R)	Pure & Applied Sciences Surnames (N-Z)
September 3	Humanities & Education Surnames(N – Z)	Social Sciences Surnames(S – Z)
September 4	ALL FACULTIES	

*Prepared by Office of Graduate Studies & Research
August 2009*

STEPS FOR OBTAINING YOUR ID CARD



OFFICE OF THE CAMPUS REGISTRAR
GRADUATE STUDIES AND RESEARCH

REGISTRATION 2009/2010

STEPS FOR OBTAINING YOUR ID CARD

AT THE
**MAIN LIBRARY
MULTIFUNCTIONAL ROOM**

STARTING ON
**MONDAY AUGUST 31, 2009
8:30AM - 6:30PM DURING WEEK DAYS**

*For information, please contact: the Human Resource
Management Division, Administrative Annex,
Tel: 970-2071, ext 2305/2356/2680-1*