

# Student Identity (ID) Card

June 2023 Intake

Each Universiti Tunku Abdul Rahman (UTAR) student will be issued a Student ID Card which is valid during his/her period of study at the University. The Student ID Card must be presented for identification purpose when entering the University or when using selected University facilities. Failure to produce the Student ID will result in refusal of entry and use of the campus facilities. Each student is responsible for his/her Student ID Card which is not transferable to any other person.

## 1.0 Online Student ID Photo Submission

All UTAR students are required to have their latest photograph for their student ID card. Students must pay their tuition fees in full / by installment scheme before they are allowed to submit their student ID photo.

### 1.1 Attire for student ID photo:

- ✔
  - Collar shirt, round neck shirt with / without coat / blazer, sweater
- ✘
  - Cap / hat, or covered face is not permitted
  - Revealing clothes are not permitted (eg: sleeveless shirt is not permitted)
  - Sunglasses are not permitted and no glare on eyeglasses

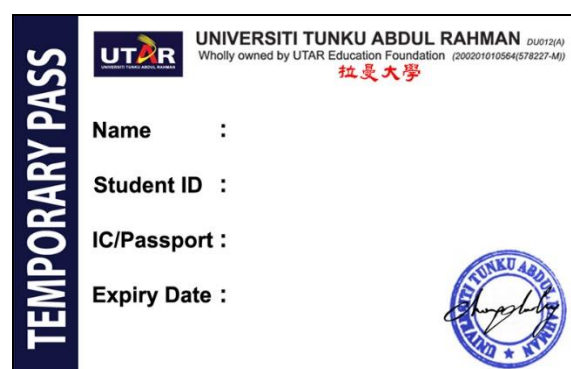
#### Sample reference of ID photo



#### Sample reference of Student ID Card



#### Sample reference of Student Temporary Pass




## 1.2 ID Photo Submission Form:


Submission Deadline: **21<sup>st</sup> July 2023 (6pm)**

**Step 1**  Visit [https://bit.ly/ID\\_Photo\\_Submission\\_June\\_2023\\_Intake](https://bit.ly/ID_Photo_Submission_June_2023_Intake) **or**

Scan



**Step 2**  Sign in **YOUR** UTAR email account

**Step 3**  Fill in personal details and submit photo

## 1.3 UTAR Foundation Study Students enrolling in UTAR Undergraduate Programmes

1.3.1 Students are required to **apply** new Undergraduates Student ID Card (*please follow the online student ID photo submission mentioned at section 1.0 above*)

## 2.0 Collection of Student ID Card

Student ID card can be collected from respective Centre / Faculty / Institute counter during office hour in 14 working days prior your student ID photo submission is accepted.

### Note

- If ID photo is **ACCEPTED**, ID photo will be uploaded to student portal
- If ID photo is **REJECTED**, a notification email will be sent to student's UTAR email account

## 3.0 Student Temporary Pass

Student Temporary Pass is available at **Student Portal > Portfolio > My Profile** starting from Orientation Week (*Day 1*).

## 4.0 Replacement of Student ID Card

Any replacement of Student ID Card due to expiry, damage, lost, etc.; will be subject to **charges** imposed by the University.