The Mico University College
Admissions and Registration Unit

APPLICATION FOR IDENTIFICATION CARD REPLACEMENT (AIDR)

The Mico issues an ID card to each registered student at the beginning of his/her programme. This card is the official verification of the student's identity for access to academic and other services and for security purposes. ID card loss, theft, or damage is to be reported immediately to Admissions and Registration and a replacement sought. Note that replacement cards are provided only to ***currently registered*** *students, upon presentation of this application form to the Office of The Mico Foundation. The complete form has verification of 1) registration status by Admissions and Registration and 2) payment of the requisite replacement fee at the Bursary.*

STUDENT INFORMATION:

NAME: _____ _____ _____
first *middle* *last*

ID NO.: _____ DEPARTMENT: _____

CONTACT INFORMATION: _____ _____ _____
cell phone *home / other* *email address*

PREVIOUS CARD WAS: ☐ lost ☐ stolen ☐ damaged*

**submit damaged card to Admissions & Registration*

STUDENT AFFAIRS:

IS THE STUDENT CURRENTLY REGISTERED? ☐ YES ☐ NO

Admissions & Registration stamp ***(ONLY IF REGISTERED)***

BURSARY:

REPLACEMENT FEE PAID:

Bursary cashier stamp ***(ONLY IF PAID)***

OFFICE OF THE MICO FOUNDATION:

DATE RECEIVED: _____

RECEIVED BY: _____
name

Receipt of Submitted Application for ID Replacement Card
(TO BE SUBMITTED UPON RECEIPT OF REPLACEMENT CARD)

Receipt of completed Application for ID Replacement for: _____ _____
student's name *ID number*

Mico Foundation staff receiving request: _____ _____
name *signature*

_____
date