

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 Graduate students will be distributed from the Assembly Hall between 8:30am and 6:00pm during week days starting September 11, 2015.**
- **Effective Monday September 28, 2015, ID Cards will be processed Daily (Mondays-Fridays) in the Human Resource Management Division during the hours: **8:30am and 4:30pm.****

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

Summary

ID CARD PROCESSING REQUIREMENTS 2015/2016

REQUIREMENTS FOR NEW STUDENTS:

- Proof of Payment for ID card and Full Miscellaneous fees payment for the academic year

REQUIREMENTS FOR ID CARD RENEWAL (RETURNING STUDENTS)

- Proof of Payment for Renewal of ID card and Full Miscellaneous fees payment for the academic year
- Expired ID card

All ID cards processed will be available for collection three (3) days after visiting the ID Booth. The collection point for all ID cards processed will be in the Assembly hall

ID PROCESSING SCHEDULE

DATE	TIMES
	8:30 A.M. – 6:00 P.M.
September 7, 2015	Humanities and Education
September 8, 2015	Social Sciences
September 9, 2015	Science and Technology
September 10, 2015	Medical Sciences & Law
September 11, 2015	Graduate Students
September 14-25, 2015	ALL FACULTIES



The University of the West Indies
OFFICE OF THE CAMPUS REGISTRAR
GRADUATE STUDIES AND RESEARCH
REGISTRATION 2015/2016

STEPS FOR OBTAINING YOUR ID CARD

AT THE
ASSEMBLY HALL

STARTING ON

FRIDAY SEPTEMBER 11, 2015
8:30AM - 6:00PM DURING WEEK DAYS

*For information, please contact: the Human Resource
Management Division, Administrative Annex,
Tel: 876) 927-1660-9*