

Student ID REQUEST FORM

Pacific Oaks College considers the personal physical safety of its students, faculty, and staff necessary for a successful learning environment. In an effort to support a safe campus, students are required to carry their Pacific Oaks SMART Card Access ID at all times. Students are not permitted to loan or share their SMART Card Access ID with any other student or visitor.

The Registrar's Office will create your SMART Card Access ID upon receipt of this form. Forms will be accepted via email, post, fax, or in person. Payment, if required, may only be made via post or in person. Your SMART Card Access ID will be ready for pick up in approximately 7-10 business days. In order to verify your identity, Pacific Oaks requires that you present another form of photo ID before we can release your SMART Card Access ID.

SECTION I: STUDENT INFORMATION

Name:			Student ID #:		
PO Email Address:				International Student? <input type="checkbox"/>	
Address:			City:		
State:	Zip Code:	Preferred Phone:			
Campus Location:		Pasadena	Online	Off-site Cohort	

SECTION II: SMART CARD ACCESS ID INFORMATION

Your first SMART Card Access ID is complimentary. Replacement cards cost \$20 and will only be issued upon receipt of payment.

I am a New Student

Current or Returning Student

IF YOU SELECTED CURRENT OR RETURNING:

I am requesting

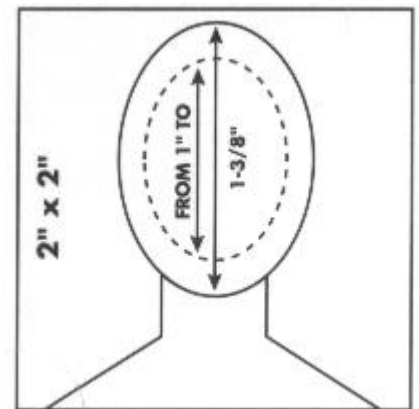
To reactivate my existing card (FREE)

To replace a lost or stolen card (\$20)

In order to expedite processing, we encourage all students to submit a photo in advance. Please use the following criteria when submitting your photo:

1. Your photo must be current.
2. Take your photo in front of a well-lit beige or white background – no patterns, objects, textures, etc.
3. Your photo must be a color portrait, directly facing the camera – no side or ¾ profiles.
4. Hats and sunglasses may not be worn.
5. Please save digital files as a JPG, JPEG, TIF, TIFF, or PNG format.
6. Hardcopy photographs will not be accepted due to the poor copying quality. If you wish to submit this form in person, a photo will be taken of you at that time.

Any blurry, grainy, or otherwise unrecognizable photos will be rejected, which may delay processing of your SMART Card Access ID.



SECTION IV: STUDENT ACKNOWLEDGMENT

By signing this document, I verify that the information provided above is true and correct.

Student Signature:

Date:

SECTION VI: PROCESSING (To be completed by the Registrar)

Registrar Initials:	Issued Key Card Number:	
Date Received:	Date Processed:	Pick-up Date: