



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

APPLICATION FORM FOR STUDENT IDENTIFICATION (ID) CARD

Check the box that applies to you. REPLACEMENT REACTIVATION* RE-ISSUANCE

Date: _____

Name: _____

Student No.: _____

Faculty/College/Institute/School: _____

Year and Section: _____

PRINTED NAME AND SIGNATURE OF STUDENT

REASON FOR REQUEST

Applicant no.: _____
(to be filled-out by the staff of the ID Room)

LOST ID CARD

RETURNING STUDENT

DAMAGED ID CARD

OTHERS _____

SHIFTER: FROM _____ TO _____

CLEARANCE

1. SWDC _____
SIGNATURE OVER PRINTED NAME

2. OSA _____
SIGNATURE OVER PRINTED NAME

This serves as a TEMPORARY PASS

It shall be valid only until

Approved by:

TREASURY DEPARTMENT

OR No.: _____

Date Paid: _____

Amount Paid: _____

SECRETARY-GENERAL

PROCEDURE FOR APPLICATION OF ID CARD:

1. Get the Application Form for Student ID Card at the ID Room, located at the ground floor of the UST Tan Yan Kee Student Center.
2. Secure Clearance from the Student Welfare and Development Coordinator of your Faculty/College/School/Institute, who in turn shall write the period of validity of the application and shall affix his/her signature.
3. Secure clearance from the assigned Support Staff of the Office for Student Affairs (OSA) located at Room 212, 2nd floor of the UST Tan Yan Kee Student Center.
4. Submit the accomplished form to the Office of the Secretary-General (OSG) located at the second floor of the Main Building, for approval of the application.
5. Pay the corresponding fee for new ID at the Treasury Department, located at the second floor of the Main Building.
6. Submit the accomplished form and present original copy of official receipt to the staff-in-charge of the ID Room for picture-taking.