



## Replacement ID Card Request

**AY:**

**Semester:**

Respected student affairs and registration office

I would like to inform you that I \_\_\_\_\_ in the department of \_\_\_\_\_ stage \_\_\_\_\_ AY( \_\_\_\_\_ , \_\_\_\_\_ ) and my ID number is \_\_\_\_\_.

Unfortunately, my ID card has been lost.

Hereby, I request from your office to issue a new ID card as soon as possible so that I could continue to use university services and will promise to keep my ID safe.

Date:

Signature:

Remarks:

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Date:    /    /

Signature: