



Students, faculty, and staff at the University are eligible to receive one free UH West O'ahu ID card which allows the cardholder access to certain University privileges and benefits.

To obtain a UH West O'ahu ID Card

- Step 1. Complete the University ID Card Application. Incomplete, illegible and/or unsigned forms will not be processed.
- Step 2. Students: Tuition and fees must be paid in full or sign up for the UH Payment Plan. Students receiving financial aid, Veterans Affairs benefits, or tuition assistance from a third party should contact those offices to confirm if payment was received.
- Step 3. Present this completed application along with a valid photo ID to the Office of the Registrar.

Student Information

Last Name	First Name	Middle	UH ID
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Affiliation to the University

Term

Student Faculty Staff Fall Spring Summer Year: _____

Have you been issued a UH West O'ahu ID card?

NO, this will be my first UH West O'ahu ID card

YES, I was previously issued a UH West O'ahu ID card and I am requesting a replacement ID card due to (select all that apply):

I lost my ID card that was originally issued to me

The ID card that was originally issued to me was stolen

I have legally changed my name (complete and attach the Student Record Update Form and appropriate documentation)

My ID card is damaged

UH West O'ahu ID Card Policies

- Students, faculty, and staff may receive only one UH West O'ahu ID card.
- Students must have paid their current semester tuition and fees in full or have signed up for the UH Payment Plan before an ID card can be (re)issued and/or activated.
- All financial obligations must be cleared before an ID card can be (re)issued and/or activated.
- Student ID cards must be activated each semester of enrollment to continue privileges and benefits.
- UH West O'ahu students who are no longer affiliated with the University (including students on an approved leave of absence) are not eligible to be issued an ID card or have it activated.
- The lending, selling or illegal production of identification cards is strictly prohibited. The ID card remains the property of the University. The use of the ID card by anyone other than the person it was issued to is prohibited. Cardholders are encouraged to safeguard their ID card as they would a driver's license, credit card, or cash.

UH West O'ahu Replacement ID Card Policies

- A replacement ID card may be issued if it was lost, stolen, name has legally changed, or the card is damaged.
- A \$5.00 replacement fee will be assessed for a new ID card. The fee must be paid in full before a new ID card can be reissued and activated.
- The \$5.00 replacement fee may be waived if the ID card was stolen and the student provides an original copy of the police report documenting the ID card was reported stolen. No exceptions to the fee waiver will be granted without the original police report.
- Any person(s) using a UH West O'ahu ID card that has been reported lost or stolen will be reported to the proper authorities and the ID card will be confiscated. If the lost or stolen UH West O'ahu ID card is located after a replacement ID card has been issued, please notify the Office of the Registrar immediately; no refunds will be issued.

Student Signature

Student Signature (Required)

Date

<p>Front Office Use Only</p> <p>TSSAREV: _____ Term: Fall 20____ Spring 20____ Summer 20____ Issued By: _____</p> <p>SOAHOLD: _____ Validated: Yes ____ No ____ Issued Date: _____</p>	<p>Cashier's Office Use Only</p> <p>Amount Paid: _____ Receipt #: _____</p> <p>Processed By: _____</p> <p>Date: _____</p>
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