

Policy Title	Student Identification Card / Number
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Student Affairs Department Program Directors
Pertinent Dates	Create Date: Expire Date: Revise Date Approval Date: Effective Date:

I. SCOPE OF POLICY

AIU Student ID card aims to identify the student in order to facilitate the safety, academic integrity and security of the University community and property and to improve access to the university services and facilities.

II. DEFINITIONS

Student ID Card: a card that identifies that its holder is an enrolled student at AIU and have the right to access the identifies facilities on the card.

III. POLICY STATEMENT

- Each student is given an 8-digit Student Identification Number at the enrollment of the first semester. This number can be found on the Student ID Card and the Student Information System (SIS), it will be used to identify academic records, request of certain AIU services, and inquiries the student makes regarding their AIU status.
- The ID number is comprised of three parts, 2-digit representing the enrollment academic year then 1 digit representing the first or second semester of enrollment then a 5-digit serial number that identifies that student in that semester.
- The ID picture must be on a white background and be a recent photograph (max 3 months old), where individuals are required to remove any items not worn as part of their daily appearance (e.g., prescription eyeglasses are allowed as long as they are used on a regular basis).
- The ID card allows access to various campus facilities and services, including the classrooms, seminars, workshops, tests and exams, library, students' center, clinic, dining halls, dormitories, etc.
- The student is obligated to present his/her ID card if asked to by any AIU staff or security personnel (i.e., professors, administrators, etc.)

- Student ID card must be presented each time resource materials are borrowed/renewed, and when using the Open Access Computers.
- All enrolled students registered in post-secondary programs are eligible for the enrolled student ID card.
- All Part-time, Continuous Learning, Exchange programs Students are eligible for the Con-Ed Student ID card upon payment of the assessed ID card fee.
- All students in Apprentice and other training programs are eligible for the Training Program Student ID card upon payment of the assessed photo ID card fee
- The Student Identification Card is valid only while the student is an active enrolled student in AIU.
- Student ID card is non-transferable.
- The ID card is a property of AIU and must be returned to the Admission and Registration Department upon withdrawal or termination from the University.
- A fee will be charged for replacement cards.

IV. RESPONSIBILITIES

The student is responsible for holding the id card all the time to be presented when using any service or entering any identified facility.

Student Affairs Department: prepare the id cards and deliver them to eligible students.

V. POLICY STANDARDS AND PROCEDURES

Enrolled students receive the ID card at the beginning of their enrollment at AIU.

In case of losing the ID card, the student will pay a replacement fee and receives another one.

At the end of the enrollment, the student will return the ID card back to the University.

VI. FORMS/INSTRUCTIONS (if applicable)

ID Card.

VII. APPENDICES (if applicable)

Tuition fees and charges.

VIII. CONTACT INFORMATION

Student Affairs Department

Triggered by:	Name: Nadia Eltelaity	Date: June 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: June 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.