



COMMONWEALTH UNIVERSITY

College of Medicine

STUDENT ID REQUEST FORM

First Name: _____

Last Name: _____

Email: _____

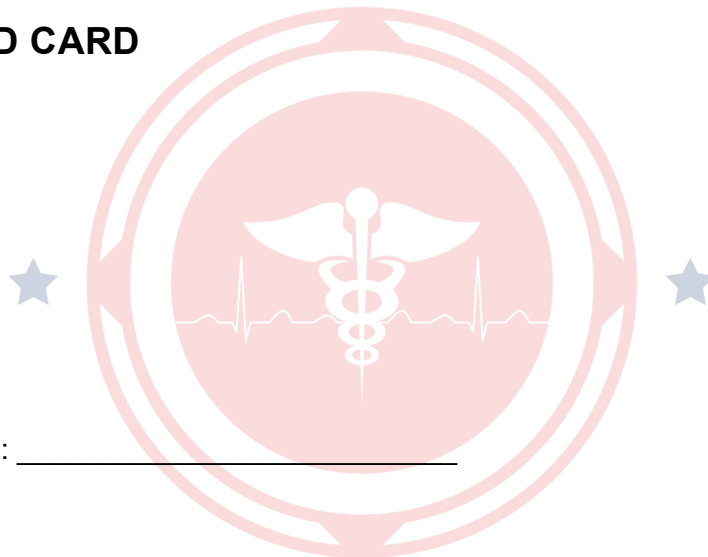
Degree: _____

Year: _____

Phone: _____

REASON(S) FOR ID CARD

- Damaged
- Lost
- Transfer
- New Name
- New Starter
- Other (specify): _____



ROLE

- Staff
- Student
- Other (specify): _____

COMMONWEALTH UNIVERSITY

College of Medicine

Educating Tomorrow's Doctors Today

SPECIFICS

Current ID Number _____

Email:
info@cucom.org

Website:
<https://www.cucom.org/>

Phone:
Ph: + 1 240 393 4946, + 1 234 564 4544

Phone No:
+1(758) 286 2588

Admissions & Clinical Administrative Office:
909 Rose Avenue, Suite 400, North Bethesda,
MD – 20852.

Campus Address:
No. 1, Beausejour Road, Gros Islet, Saint Lucia.



COMMONWEALTH UNIVERSITY

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Delivery:

- Post to Address (*Shipping fee applies*)
- Collection
- Digital Copy
- Other (specify): _____

Address:

Street:	
City:	State / Province:
Postal / Zip Code:	

Notes / Comments:

***(NOTE: PLEASE ATTACH DIGITAL PASSPORT SIZE PHOTOGRAPH ALONG WITH THIS FORM) ***

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Date (MM/DD/YYYY): _____ Signature: _____

Registrar Signature: _____

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PHOTO REQUIREMENTS:

The Photo:

- Clear and in focus.
- In colour.
- Unaltered by computer software.

Digital photo:

- Must have been taken in the last month or new.
- Contain no other objects or people.
- Clear contrast to the background.

You in the photo:

- Must be facing forwards and looking straight at the camera.
- Have a plain expression and your mouth closed.
- Have your eyes open and visible.
- Must not have hair in front of your eyes.
- Must not have a head covering (unless it is for religious or medical reasons).
- Must not have anything covering your face.
- Must not have any shadows on your face or behind you.
- Must not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.

TERMS AND CONDITIONS:

Please read the following **Terms and Conditions** carefully as they contain **important** information regarding lost or stolen IDs, and more:

- Always carry the ID card during class hours and clinical sites for the identification purposes. The card is valid while you continue to be an active student at CUCOM University.
- Each individual student is responsible for managing his/her ID cards. When using the debit card options on your ID card, it must be protected as you would cash or a credit card. Although the card is the property of Commonwealth University school of Medicine, it is entrusted to you for your convenience while enrolled at the university. ID should be accessed by anyone other than the cardholder or requested parents or guests. Only the person pictured on the ID card will be allowed to use an ID card inside the campus as well as in clinical practice areas. The card will be confiscated if infractions are revealed.
- Lost, stolen, or misplaced cards must be reported immediately to the ID Services Office at University. The cardholder is responsible for their card at all times.
- A new ID card will need to be obtained when you make a classification change like If you have a name change, first provide the Registrar's Office (student) information to make the change on your record. There is no ID replacement fee for these changes, if the card turned in is not damaged and is your current valid ID card.
- The cardholder is responsible for maintaining a valid ID card, which is in proper working condition. **A replacement fee of \$25 USD shipping charges applies this will be charged for lost, stolen, misplaced, damaged cards.** Defective or heavy wear ID cards will be replaced at no charge when turning in your current valid ID card.

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