



UNIVERSITY OF ST. THOMAS
Office of Student Affairs
 3909 Crooker Center
 2nd Floor, Box 161
 Houston, Texas 77006
 713-525-3570

REQUEST FOR UST IDENTIFICATION CARD

1. PERSONAL DETAILS:

Please read Terms and Conditions before signing this application.

If you are requesting a replacement card for any reason other than loss or theft, you must surrender the old card or a fee applies.

PLEASE CHECK THE APPROPRIATE BOX:

New Replacement Alumni Faculty Staff Student Visiting Special Program _____

ID#: _____ Date of Birth: _____ (mm/dd/yyyy)

First Name: _____ M.I.: _____ Last Name: _____

Day-time Phone Number: _____ E-mail Address: (preferred) _____

2. POLICIES, USES & FEES:

The UST ID Card is the official UST identification card for registered students, alumni, faculty, staff and participants in special programs authorized by UST. A valid picture ID (driver's license/passport/state ID card/permanent resident card) and proof of current enrollment and/or employment must be on record before a UST ID card will be issued. **Applicants under 18 years of age will be issued a card only with parental/guardian signature.** For purposes of the ID photo, an applicant may not wear any article of clothing, eyewear, facial makeup or coloring that would conceal or obscure his/her facial features or obscure a positive identification.

YOUR OFFICIAL UST ID CARD IS A:

- **Card Key** for various Campus-residential locations, **Parking Garage Access Card, Dining Plan Card and Flex Dollar Card**

YOUR ID CARD ASSIGNS PRIVILEGES SUCH AS:

- **Library access** (check out library materials)
- **Computer Lab access** (use of computers, printers and copiers)
- **Jerabeck Activity and Athletic Center access** (students, alumni, staff, faculty and JAAC members)

ID CARD FEE: \$10

The above fee applies for a new Alumni ID card and for subsequent cards issued at the request of the card holder (i.e., photo update.). A fee of \$10 also applies to replace lost, stolen, damaged or altered cards (i.e., hole-punched, cut, marked, glued, taped, etc.). There is no fee to replace defective cards (due to magnetic strip and/or bar code malfunction). *Does not include visibly damaged cards.

Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs). Student-residents must bring replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that dorm and hall doors may be re-keyed. A Temporary Key Card is good for 24 hours and must be returned to Residence Life staff upon receipt of a new or replacement ID card.

ALL ID cards that have been reported lost or stolen and/or have been replaced WILL BE DEACTIVATED. DO NOT attempt to use a card that has been replaced. All cards that are found should be turned in to Security.

3. PAYMENT DETAILS:

Payment may be made by **cash or check** made payable to the University of St. Thomas. The applicant's Driver License Number will be required. Checks presented that are drawn on an account other than the ID cardholder's, will be verified. **Credit Card payments** are accepted at the Business Office located at 4115 Yoakum Street, Hertzstein Enrollment Service, Center, 2nd floor. The receipt must be presented at the ID Card Issuance Office **before** a replacement ID card will be issued.

Signature of Cardholder /Applicant

Date

Signature of Parent/Guardian (if applicant under age 18)

Date