

UST IDENTIFICATION CARD APPLICATION

ID Card Issuance Office • 3909 Graustark Street • John H. Crooker Center, 2nd Floor, Houston, Texas 77006 • 713-525-3570

1. UST AFFILIATION & CONTACT INFORMATION:

Please read terms and conditions before signing this application. Terms and conditions are subject to change without prior notice. PLEASE CHECK THE APPROPRIATE BOXES: New 🗇 Replacement 🗇 Reason for replacement: Alumni 🗇 Campus Contractor \Box **Employee:** Faculty (F/T) \square Faculty (P/T) \square Staff \square **Student:** Regular Visiting **TEMPORARY BADGE STATUS ONLY:** Visit/Assignment Expires: _____ Dorm Access? **Visitor** (Faculty, Student or Volunteer) (Host-Department) (Not UST Employee / Not Enrolled) Middle Initial: ___ Last Name: __ First Name: Date of Birth: _____ (mm/dd/yyyy) If Student: Expected Date of Graduation/Completion Day-time Phone Number: MyStThom E-mail Address:

2. POLICIES & USES:

The UST ID Card is the official Identification card for registered students, faculty, staff and other special programs authorized by UST. A valid picture ID and proof of current enrollment, employment, graduation (date conferred for Alumni ID cards) 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 or facial makeup or coloring that would conceal or obscure his/her facial features or prevent a positive identification. ID card photos are for the purposes of identification only and are not for the purpose of self or artistic expression. No props of any kind, nor clothing or accessories that would be considered offensive and/or in direct opposition to the mission of the Catholic Church and/or the core values of the University of St. Thomas and its mission will be allowed. The Office of Student Affairs reserves the right to refuse to take any ID card photograph that it deems inappropriate for identification purposes.

YOUR OFFICIAL UST ID CARD ASSIGNS PRIVILEGES SUCH AS:

- Computer Lab access (use of computers; printers; copiers)
- Dining Plan and Flex Dollars (students and employees)
- Doherty Library access (check-out of books and materials)
- Guinan Hall access (key-card for residents only)
- Jerabeck Activity and Athletic Center access
- Moran Center Parking access (parking permit required)

(Note personal email address if not a UST student or employee.)

CAMPUS STUDENT-RESIDENT ID CARDS:

Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs) <u>before</u> applying for a replacement card. Student-residents <u>must</u> take replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that information may be updated in the Residence Life card-key system.

DEFECTIVE ID CARDS:

There is no fee to replace a defective* card (new card that does not work). In order for a card to be considered defective, problems must be reported within 72 hours (three business days) of issuance. Office of Student Affairs staff must verify that the card is defective or a replacement fee applies. *Does not include visibly damaged cards (a replacement fee applies in this case).

ALL ID cards that have been reported lost or stolen and/or have been replaced WILL BE DEACTIVATED.

3. PAYMENT DETAILS:

There is no fee for your first new ID Card. A fee will apply for a new Alumni ID card and for replacement cards issued. The Office of Student Affairs, which is located at 3909 Graustark Street, John H. Crooker Center, 2nd floor, can only accept cash or checks. Credit cards, cash or checks are accepted at the Business Office located at 4115 Yoakum Street, Herzstein Enrollment Services Center, 2nd floor. A credit card payment must be made before visiting the Student Affairs Office. A receipt must be presented before a replacement card will be issued.

Date (mm/dd/yyyy)