



REPLACEMENT STUDENT IDENTITY (ID) CARD

Please read notes overleaf before completing this form

- CHECK WITH ASKBU WHETHER YOUR ID CARD HAS BEEN FOUND BEFORE PAYING
Payment to be made by bank transfer* See over for details
- NO CHARGE IS PAYABLE IF:
-Police Crime Reference Number is supplied
-The card is damaged or expired; if not handing in your damaged/expired card, please email a photo of the cut-up card with your completed form, before disposing of safely
- YOU WILL BE NOTIFIED WHEN YOUR CARD IS READY - this will normally take up to 3/4 days depending on how long it takes for your payment to be transferred There is a £10 fee payable for all* replacement Student ID Cards

SECTION A STUDENT TO COMPLETE

1. PERSONAL DETAILS

Full Name (Please Circle your Family name (Surname))		Date of Birth:
Student Reference Number (if known)	Payment to be made by bank transfer* See over for details CHECK WITH ASKBU WHETHER YOUR ID CARD HAS BEEN FOUND BEFORE PAYING	
Contact phone number:	Today's Date:	

Lost Worn or Damaged Existing card expired
 Card Stolen Other (please state)

2. YOUR NEW ID CARD - Please indicate preferred delivery method below:

A) Collect: Yes

AskBU Talbot Campus / AskBU Lansdowne Campus / Place of Study* (please circle as appropriate)

*Place of Study (For students studying at a location other than Talbot or Lansdowne Campus only):

B) Post: Yes

Postal address*:

*We can only send information to the contact details on your student record; updates can be made on MyHub

SECTION B ASKBU OFFICE TO COMPLETE

Current enrolment confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/>					
New Card Number requested: Yes <input type="checkbox"/> No <input type="checkbox"/>	New Card number:	TALIS checked: Yes <input type="checkbox"/> No <input type="checkbox"/>	TALIS updated: Yes <input type="checkbox"/> No <input type="checkbox"/>	Fee Paid (check Finance confirmation of transfer received*)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time:	Free Issue? Yes <input type="checkbox"/>	Existing card expired <input type="checkbox"/>		Worn or Damaged <input type="checkbox"/>	
Card Stolen <input type="checkbox"/>	Other (please state) <input type="checkbox"/>	Crime Reference Number:			
Method student identify verified:	Student ID Card <input type="checkbox"/>	Passport <input type="checkbox"/>	Driving Licence <input type="checkbox"/>	National ID Card <input type="checkbox"/>	MyHub Image <input type="checkbox"/>
Staff signature:				Date:	

Notes:

CHECK WITH ASKBU WHETHER YOUR ID CARD HAS BEEN FOUND BEFORE PAYING

This can be paid by Bank Transfer to:

Account Name: Bournemouth University
Sort Code: 20-12-04
Account Number: 80188921

Quote your student ID number followed by "REP ID" e.g. "5433221 REP ID"

The completed form can be submitted:

a) By Email (in Word or PDF format) to: AskBU@bournemouth.ac.uk.

b) In person to:

AskBU
Bournemouth University
The Base
Poole House
Fern Barrow
Wallisdown
Poole
BH12 5BB

01202 969696

AskBU
Bournemouth University
The Library
Bournemouth House
17-19 Christchurch Road
Bournemouth
BH1 3LH

01202 969696

If you are submitting your form electronically, please state whether you wish to collect your ID Card from the Lansdowne or Talbot campus. Students who are studying at a Partner Institute or satellite campus may choose to have their ID Card sent to their Higher Education Institution or Programme Support Officer instead.

When you come to collect your ID Card you will need to bring evidence of identity – the following forms of photographic ID documentation are accepted:

- Passport
- Photocard Driving Licence
- National Identity Card

This form must only be used for **replacement** ID Cards. If you have never been issued with an ID Card you should contact AskBU, details as above.

Student ID cards are provided to students at the beginning of their programme and are valid for the duration of their full enrolment on a course. Some students on part-time or Continuing Professional Development (CPD) courses will be provided with a paper card.

Under the Data Protection legislation, we have a legal duty to protect any information we collect from you. Any information that you provide to us by completing the Replacement Student ID form will be processed in accordance with this legislation. For further information about how we process your data please see our Student Privacy Notice: <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/student-privacy-notice> Your personal details will not be disclosed to any organisation not associated with the University.