



## Student ID Request Form

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To request a new or replacement ID card, please complete the following form. Please note that student IDs are only issued to degree-seeking students.

New Students: There is no fee for a student's first ID card. If you are an online student, or unable to come to campus to have your picture taken, please email the completed form and attach a JPEG image of yourself. New students may email their request for an ID card to [admissions@muih.edu](mailto:admissions@muih.edu).

Current Students: To replace your ID card, there is a fee of \$10 which can be paid in cash, by check, or credit/debit card. Current students should email their request for a new card directly to their academic advisor.

### Image Guidelines:

- JPEG files only (*photo must be in color*)
- The image should be of you from the shoulders up on a plain background.
- Other individuals should not be present in the photo.
- No sunglasses, hats, unnatural expressions, or hands/gestures in the shot.

New ID       Replacement ID (\$10)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_  
MUIH Email Address Only

### Payment Information (*For Replacement IDs*)

Cash     Check       Credit/Debit Card (Visa or Mastercard only)

Amount to be charged (\$10/replacement ID): \$ \_\_\_\_\_

Name on card: \_\_\_\_\_

Account number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_