**Student ID Cards**

To comply with the Quality Assurance Agency’s code of practice, all students are required to hold a valid Maryvale Student Identity Card. (Auditing students will be exempt unless they specifically request a card.) The cards are for Maryvale identification purposes only; they are not part of a national ID card scheme and will not hold any personal information other than the student name and number.

**All** students are requested to complete the attached application form and submit it, along with 2 passport style photographs, to the Registry Assistant for processing. We are happy to accept digital images sent to [regasst@maryvale.ac.uk](mailto:regasst@maryvale.ac.uk), with details of your name, student number and the course on which you are studying. These photographs are kept on your record for one year after graduation or withdrawal.

Student ID cards will be issued at the residential following application; any student wishing to receive his/her card sooner than this should enclose a stamped, addressed envelope with the application.

Mrs Rita Bannister

Academic Registrar

**Student Identity Card application form**

**Section 1 I am applying for a Maryvale Student ID Card**

Name:

Course:

Student number (if known)

Please attach 2 passport style photographs. Write your name on the reverse of both photographs,

**OR** submit a digital photograph to Registry, with details of your name and the programme on which you are enrolled

Please complete and return to: *Student ID Cards, Registry Assistant, Maryvale Institute, Old Oscott Hill, Kingstanding, Birmingham, B44 9AG*