



# ITU

**International Technological University**

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Phone 888.488.4968

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## Lost/Stolen and Replacement Request Student Identification Card (SIC)

<b>NAME:</b>	<b>LAST</b>	<b>FIRST</b>	<b>INITIAL</b>
<b>STUDENT ID NUMBER:</b>		<b>EMAIL ADDRESS:</b>	
<b>ADDRESS:</b>			
<b>CITY:</b>			
<b>STATE:</b>			
<b>ZIP CODE:</b>			

ITU SIC is the property of International Technological University. Only the named cardholder has privilege use. Services rendered by the card is non transferable to other individuals. The holder must present and surrender card upon request by ITU staff member.

Replacement fee and all financial or registration holds must be clear prior to requesting a replacement card.

- ❖ 1<sup>st</sup> time replacement fee = \$ 25.00
- ❖ 2<sup>nd</sup> time replacement fee = \$ 50.00
- ❖ 3<sup>rd</sup> time replacement fee = \$100.00

I understand that for identification purposes, a student must supply a valid government-issued photo identification card when picking up their replacement.

Submit ITU Support ticket and attach complete Lost/Stolen and Replacement Request form to the Student ID & VTA card.

Allow 7-10 business days to process your request.

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

### OFFICE USE ONLY

CHECK LIST	ACTION COMPLETE	INITIAL
1. Receipt Date		
2. Active Registered Student	Yes / No	
3. Old Serial Number		
4. Paid Tuition/Fees	Yes / No	
5. New Card Serial Number		
6. College Start Date		
7. Current Trimester Sticker		
8. New Card Issued		
9. Request Rejected & Reason		