

Student card application form For new or replacement student SHUcards

(PLEASE USE BLOCK CAPITALS)

“It is an overnight process for replacement of lost or stolen cards”

All applicants -

Name:

Student ID Number& Date of Birth.....

Replacement applications: (please tick box) **New applicants please see over the page**

a) Lost b) Damaged c) Stolen

d) Expired (please attach your expired card)

Existing Learning Centre Number (for office use) _____

Please note there is a £10 charge for lost or damaged standard SHU cards.
There is a charge of £15 if the card is used for access to controlled areas other than the areas listed below.

This is to be paid by CREDIT/DEBITcard only - at either the Main Reception or at the Heart of the Campus reception.

If stolen please quote your crime reference number, _____
Proof of Crime reference number is required

Do you live in Woodville catered halls YES/NO

Do you use your SHU card to gain access to either Arundel Gate Court or Collegiate Hall
Yes/No

If yes please indicate which one.

Are you collecting the card: YES NO (Please Tick?)

If you are having the card sent out in the post, please complete the address information on the reverse of this form

Today's date ____/____/____ Payment: - Credit/Debit card / cashiers / crime number or
TO PAY

Customer Services staff only:-If the replacement card is for access to areas other than above please issue Student SHU70 form as well.

Only complete the address information if you are having the card sent to you.

Term Time Address:

.....

Postcode:

Please return for processing as soon as possible to:

Sheffield Hallam University

Student Cards

Main Reception

Owen building

City Campus

Sheffield S1 1WB

Telephone 0114 225 3583

New applicants only

Please secure a recent passport sized photo

