



This form must be completed and returned with payment to:
Student Services Enquiry Team, Fraser Building, University of Glasgow, Glasgow G12 8QQ
Fax +44(0)141 330 3542; email: studentservices@gla.ac.uk

This form should be used if your card has:

- Expired, become inactive or damaged - provided you bring us your original card
- Been stolen - provided you have the crime reference number

Otherwise you are required to pay £10 for a replacement student card.

Please complete, sign and date this form

1. Family name _____ 2. First name(s) _____

3. Student number _____

4. Please give brief details of the circumstances in which your card was lost/stolen.

5. Address, if student id card is to be posted

Postcode

7. Declaration

I confirm that my student id card has been lost and I understand that I must return the duplicate card to Student Service Enquiry team if my original card is found and that any false declaration renders me liable to penalties under the Code of Student Conduct.

Student signature: _____ Date _____

8. Personal Data

The University collects and processes information, including images, about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. Some of this information is considered as sensitive personal data in the terms of the Data Protection Act 1998. The information is provided by a student, applicant or potential applicant or on his/her behalf. It is not possible to become, nor remain, a registered student, nor to process an application without agreement to provide this information. The information is processed in accordance with the University's Notification with the Information Commissioner under the Data Protection Act 1998, and is disclosed to third parties only with students' consent, or to meet a statutory obligation, or in accordance with the University's Notification with the Information Commissioner, or in accordance with the terms of the Act.

The full statement on the processing of personal data is contained in the Fees and General Information for Students section of the current University Calendar at <http://www.gla.ac.uk/services/senateoffice/calendar/>

The University of Glasgow, charity number SC004401