

Student ID Card Request

College of Professional Studies

To request a student ID card, you will need:

1. This form
2. A copy of your driver's license
3. A photo in .jpg format

Student Name (First, Middle, Last): _____

Student ID Number (7 digits): _____ Phone Number: _____

- Please complete the information above using the name in which you registered with the university.
- Call the Warrior Information Network at 888.832.4742 to obtain or verify your 7-digit student ID number and to make sure the address we have on file is correct.
- Include a copy of your driver's license. The license should be current and contain a name that matches your student name at the university. The university reserves the right to request additional identification to verify student identity.
- Include your photo in .jpg format. You can use a digital camera or a scanned image. The photo should resemble the image on your driver's license. It should be taken from a 3-foot distance and include your head and upper torso.
- Sign and date this form below.
- Email this request form, a copy of your driver's license and photograph (.jpg format) to the university contact provided below.
- If you choose to fax the request form and copy of your driver's license to the contact below, the photograph provided **MUST** be sent through email in .jpg format.

Send information to:

Attn: CPS Operations

Fax: 260.422.1518

Phone: 260.422.5561 ext. 2204

CPS@IndianaTech.edu

Student Signature

Date

Your ID card will be mailed to the address you have on record with the university. You should receive your student ID card within two weeks. Please call the contact above with any questions.