



## PHOTO ID STUDENT CARD REPLACEMENT REQUEST FORM

Please complete this form and send it as an email attachment to [student.card@queensu.ca](mailto:student.card@queensu.ca)

Date:

Student Number:

Name:

Faculty / School:

Reason:

Email:

NOTE: Magstripe (meal plans and flex dollars) data will be synchronized overnight to be available the following morning. Barcode (Library Records) data will be synchronized each weekday.

### \$20.00 REPLACEMENT FEE

If applicable, the charges will be placed on your student account in SOLUS. Please see fee payment methods [HERE](#).

Your replacement will be mailed to you at your "Primary Address" in SOLUS. Please ensure this information is up-to-date.

### NO CHARGE

- |                                                                  |                                               |
|------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Name Change                             | <input type="checkbox"/> Magstripe            |
| <input type="checkbox"/> Faculty Code Change                     | <input type="checkbox"/> Withdrew & Returning |
| <input type="checkbox"/> Changing Off-Campus Card for Photo Card |                                               |
| <input type="checkbox"/> Previous Card on File                   |                                               |

### OFFICE USE ONLY

Charge added to PS:

**Questions?:** Please contact our staff in the Office of the University Registrar either by email at [student.card@queensu.ca](mailto:student.card@queensu.ca) or by telephone at (613) 533-2040

For a guide on how to update your address in SOLUS, please visit:  
<http://www.queensu.ca/registrar/solus/personal-info>

*The personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended, the Ontario Ministry of Training, Colleges and Universities Act, and the Federal Statistics Act. The information collected will form part of your student record at Queen's. It will be shared with the faculty, school or department and reported to Statistics Canada and the Ministry of Advanced Education and Skills Development. In addition to these external reporting requirements, the information will be used for updating your academic record, for determining fee assessment, internal statistical analysis, and for communicating with you.*