

SINGAPORE MANAGEMENT UNIVERSITY
Replacement of Student Card¹

A non-refundable fee of **S\$50** is payable for lost card and **S\$35** for damaged/defaced card. Please make your payment at **AXS stations** located island-wide (**Nearest AXS station is located at the 1st floor, Administration Building**). The AXS receipt, together with the duly completed form has to be submitted to Office of the Registrar. Please note that this fee is non-refundable.

Once the replacement card is ready, you will be informed via your SMU email account. You can collect the replacement card from the Reception Counter, Level 1, Administration Building. This will take 3 working days from the date of submission. Incomplete forms, and those where payment has not been made, will not be processed.

Note: Damaged/faulty/old cards are to be returned when submitting the form. If you are unable to produce the card, it will be deemed that you have lost the card.

1. For Completion by Student

Student Identification Number: _____

Full Name: _____

Student Status: Undergrad (UGRD) ☐ Non-Graduating (NG) ☐ Others: _____

Date of SMU Admission: _____ (e.g. AUG 2000)

Reason for replacement: Card Lost ☐ Card Damaged/Defaced ☐

Do you wish to retake your photograph? Yes ☐ No ☐

If 'Yes', please email registrar@smu.edu.sg to fix an appointment for photo-taking.

AXS receipt number: _____ (Kindly enclosed copy of AXS receipt if you are mailing in the form)

Signature: _____ Date: _____

2. For Endorsement by the Office of the Registrar

Signature/Department Stamp: _____ Date: _____

3. For Collection by Student in Person

I acknowledge receipt of the replacement card.

Signature: _____ Date: _____

¹ For more information on card replacement procedure, please refer to