

Subject: Deadline Approaching: Staff Card Re-Issuance Cycle
From: University Card Services
To: All Employees (Issued Before 2015)
Date: 7 January 2018

Dear Colleagues,

If your **staff identification card was issued before January 2015**, please ensure it is reissued **by 31 January 2018** to maintain access to:

- Building entry systems
- Printer authentication
- Cafeteria and travel expense integration

You can visit the campus card office (Building D03, Room 119) between 08:30–15:00 on weekdays.

Thank you,

Tamara Hesse

Service Access & ID Office