**M-PASS (STUDENT ID CARD) REQUEST FORM**

**INSTRUCTION:**
You can collect your M-Pass Student ID card *(for new student application)* the next working day *(after 2pm)* or subsequent working days *(9am – 5pm)*.

**M-Pass Replacement card** can be requested from the Student Services Counter for RM15.00 if your card has been damaged, lost or stolen. Photographic identification, e.g. NRIC, driver’s license or passport must be presented upon application. Where your M-Pass Student ID card expires before you complete your course, you will need to apply for a replacement card with a new expiry date free of charge. **Replacement/renewal** of M-Pass request will be processed within one *(1)* working day upon receiving your complete application.

<table>
<thead>
<tr>
<th>MONASH ID</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAMILY NAME</td>
<td>GIVEN NAME</td>
</tr>
<tr>
<td>COURSE TITLE</td>
<td></td>
</tr>
<tr>
<td>NATIONALITY</td>
<td>CONTACT NO</td>
</tr>
<tr>
<td>TYPE OF REQUEST</td>
<td></td>
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</tbody>
</table>
|                 | ☐ New Student ☐ Renewal ☐ Replacement (Damaged / Lost / Stolen)
|                 | ☐ Exchange Student (MSA/Exchange & Study Abroad) |

**PRIVACY STATEMENT:**
The protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via [http://www.monash.edu.my/](http://www.monash.edu.my/).

I acknowledge that I have read and understood the Terms and Conditions of the M-Pass on monash.edu.my/m-pass.

SIGNATURE : ___________________________ DATE : ___________________________

I acknowledge that I have collected my M-Pass *(Student ID card)*.

SIGNATURE : ___________________________ DATE : ___________________________
CHECK LIST FOR NEW STUDENT

THINGS TO DO PRIOR TO THE STUDENT ID PHOTO SESSION

☐ You have obtained a current Student Pass endorsement (for International Students only).

☐ You have activated your Monash IT account.

☐ You have completed the Enrolment Questionnaire online via the Web Enrolment System (WES)

☐ You have updated your Emergency Contact Details via WES

☐ You have successfully completed the Course Enrolment process with your School.

☐ You have completed the M-Pass Student ID Card Request Form.

☐ You have brought along ALL of the following documents for verification purposes:

  • Transaction number and details for successful completion of the Enrolment Questionnaire page from WES. (Transaction number:__________________)

  • NRIC or Passport for International Students (photocopy is accepted)

For Office Use Only:

☐ Local Student ☐ International Student ☐ Monash English Bridging  ☐ OTHERS: __________
☐ Undergraduate  ☐ Postgraduate  ☐ SINGLE UNIT ENROLMENT

A) NEW STUDENT:
  ☐ ENROLMENT VERIFIED
  Course Code: ____________
  ☐ ENROLMENT QUESTIONNAIRE COMPLETED
  ☐ EMERGENCY CONTACT DETAILS UPDATED
  OR
  B) REPLACEMENT/RENEWAL ID CARD
  ☐ ENROLMENT VERIFIED
  Staff's Initial: ____________

FOR REPLACEMENT OF LOST/STOLEN ID CARD:
For Security Office/Student Services Use
☐ Card deactivated by:
  Staff's Initial: ____________
  Date: ____________________

For Finance Unit Use
☐ SIGNATURE: ____________
☐ STAMP: __________________

☐ PHOTO TAKEN
  Staff's Initial: ____________

☐ M-Pass ID CARD PRINTED
  Staff's Initial: ____________
  Date: ____________________
  Mifare No: ____________

☐ ID CARD ISSUED TO STUDENT
  Staff's Initial: ____________
  Date: ____________________