

Procedure for Issuing ID Cards

The ID Card issuing procedure at AUA includes the following steps.

Faculty and Staff

1. HR Department administers the ID card issuing process for faculty and staff,
2. Faculty and staff members may have their pictures taken or submit their electronic pictures to HR Department,
3. HR Department hands the ID card in to the owner in one working day,
4. ID card issued for faculty and staff is valid from the day of its issuing until the last day of employment at AUA.

Students

1. The Registrar's Office administers the student ID card issuing process,
2. Student ID cards are issued using the pictures the student submit with their applications for Admission.,
3. The ID card is delivered to the student along with the Education Contract,
4. Students hand their ID cards in to the Registrar's Office in case of enrollment termination or taking an academic withdrawal,
5. The Registrar's Office:
 - invalidates or makes necessary changes on above mentioned ID cards.
6. If a student ID card is found faulty when checking-in, Security informs the Registrar's Office to check whether it is a technical issue with the card or whether the person should not be allowed to campus as a student.

Students of Open Education (OE)

7. The OE administers their student ID card issuing process,
8. Students of OE classes receive their ID cards without picture.
9. The OE hands the ID card in to the owner in one working day,
10. Students hand their ID cards in to OE in case of enrollment termination

Alumni

1. The Office of Alumni Relations administers the alumni ID card issuing process,
2. Alumni ID cards have no expiration date.

All ID cards are the property of AUA and may be revoked at any time.

Procedure revised on 04.28.2021

Lost or stolen ID cards should be immediately reported to the Registrar's Office, the AUA HR Department, OE or the Office of Alumni Relations accordingly for replacing the card. ID card replacement may carry a fee, subject to AUA policies and procedures.

All visitors to the AUA offices, library, and cafeteria carry corresponding "VISITOR" ID cards during their visit to AUA.