

Student Card Replacement Form

Do you need your student card replaced? This form is only for upper-year students who need a replacement student card. Incoming, first-year students are not charged a fee for their original student card. More information is available on the [Registrar's Office website](#).

Service Request Instructions

- Complete and save this form to your computer. Digital signatures are accepted.
 - Be sure to provide your full mailing address (including unit number) and update your address in Mosaic, if applicable.
- Upload a photo to Mosaic, [following these steps](#).
- In your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the dropdown menu, then '**Create New Request**'.
- Attach this form and any supporting documents to your service request.
- Make a payment of \$30 to your McMaster Student Account via online banking
- Return to the Service Request page to monitor updates.

Please allow four weeks for processing and Canada Post delivery.

Student Name	Student ID Number	Email Address

Mailing Information	
Address	
Apartment, suite, etc	
City	Province/State
Country	Postal/ZIP code

Are you a Continuing Education student?

Yes

No

Please select the reason you need your student card reissued (select all that apply)

Lost

Stolen

New student

- **By signing and submitting this request form, you acknowledge that your student account will be \$30 for the reprinting of your student card.**
- **Please note that your request will not be processed without a complete address and photo on file.**

Student's Signature

Date

FIPPA Notice

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.