

## Student ID

Support Admin - 2024-10-27 - General

### **Student ID**

For active or registered students, the Institute or its delegated authority will issue the Student Identity Card (SIC) that shall include the student's identification data including the up-to-date photograph of the student. (All students are required to submit a digital photograph to the Student Enrolment Division with the following specifications.

Size: 35x45 mm (Width x Height).

Pose: The photo should be taken from the front, with the face and shoulders clearly visible (bust shot). Avoid wearing hats, sunglasses, or any accessories that may obscure your face.

Background: Use a plain, light-colored background with no patterns or distractions.

Resolution: The photograph should be high-quality with a resolution of 600 dpi to ensure clarity and detail. (The image should be in JPEG or PNG format.) Submission of old photographs for the SIC preparation may be subject to a SIC replacement fee.

### **Access and Security**

An SIC is issued to each individual student and it is not transferable.

Misuse of the SIC or transferring the SIC to another individual shall be considered a violation of the Code of Conduct.

Students without valid SIC cards will be directed to the security office for verification before being granted access.

All SLIIT premises are access-restricted premises, students must use the SIC to gain access to the SLIIT premises. Access to selected areas (specialized labs, research centers, library, staff area etc) may require additional verification processes to gain access.

Every student shall carry in his/her possession the SIC issued by SLIIT whilst at SLIIT premises and shall produce the SIC when called upon to do so by a member of the Academic/Administrative or Security Staff of SLIIT.

Students should not access areas that been restricted to students or not permitted by authorized personnel.

**Replacement of Lost/ Damaged ID**

Students must carefully retain the SIC at all times and ensure the details are clearly visible. If a Student's Identity Card is damaged, lost or misplaced the student should immediately inform the Student Services Division via the "Support Desk". A replacement will be issued subject to an applicable replacement fee.