ISSUE HISTORY				
Issue No:	**Description of Change**	**Status**	**Originator**	**Effective Date**
1	Initial release	Draft stage	Task force	March 1, 2022

This application form should be filled by students who have lost their identification card & should pay _____ birr service fee to get the new ID card.

1. **Procedures**

A. Complete the first part of this form

B. Obtain the signatures listed below in order to show that you have returned every property borrowed from the university, did not violate the university's rules and regulations, and for not withhold his/her ID card.

2. **Personal Data**

2.1 Full Name: _____Gender: _____ ID No._____

Academic Year:_____ Semester: _____ Year: _____

College _____ Department: _____ Program: _____

2.2 When did you lost your ID card? _____/ _____/ _____

Date Month Year E.C

2.3 Applicant's Signature: _____ Date of Application: _____/ _____/ _____

Date Month Year E.C

N.B: The following signatures confirm that the student ID card is not held by the office for any property, disciplinary, or any other cases.

APPROVAL:	Name:	Signature:	Date

3. SIGNATURES

Name (Official Titer)	Signature	Date

3.1. Main Library: _____ _____ _____

3.2. Department Head: _____ _____ _____

3.3. Dormitory Officers/Proctor: _____ _____ _____

3.4. Students' Union President: _____ _____ _____

3.5. Dining Officer: _____ _____ _____

3.6. Sport, Recreation, and Clubs: _____ _____ _____

3.7. Students' Affairs Directorate: _____ _____ _____

3.8. Campus Security Directorate: _____ _____ _____

3.9. Registrar Office:_____ _____ _____

I am responsible for the lost ID card. If I found the ID card after receiving the new one, I promise to return the old ID card to the registrar's office. In addition, if I saw that somebody is using my previous ID card, I will report it to the campus security Office as soon as possible.

I hereby confirm that I have received the new ID card.

Name: _____ Signature: _____ Date: _____

APPROVAL:	Name:	Signature:	Date