Steps to Replace Student ID Card

1. Please visit Mentor's Office (SSD) get a student ID card replacement form. Write your name enrollment no. program with cohort and state the reason for replacement.

2. After getting approval from the Registrar, you are required to pay a penalty of Nu. 250/- Two Hundred and Fifty only (First time) and Nu. 500/- Five Hundred only (Second time) to the Finance Department.

3. Take the Money Receipt from Finance Department and submit to SSD for replacement. You will be issued a new student id card immediately.

RTC Exam Committee
Spring 2025