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 Fall 2025