

**University of Hawai'i – Windward Community College
ID APPLICATION**

Send completed form and current photo to sacwcc@hawaii.edu. If you need help completing this form, call (808) 235-7395

NAME: _____

UH NUMBER: _____ - _____ UH E-MAIL: _____@HAWAII.EDU

HOME PHONE: (_____) _____ CELL NUMBER: (_____) _____

TERM: _____ Is this your first UH-WCC ID? Yes No

Windward Community College (WCC) ID Policies & Procedures

GETTING YOUR NEW WCC ID CARD:

1. Must be register for classes at <http://star.hawaii.edu>. Staff reserves with right to request proof of current registration.
2. Must pay tuition and fees in full on-line or at the WCC Business Office. For students on financial aid, check with the financial aid office to confirm payment was made.
3. Fill out Student ID Application and read these policies & procedures.
4. Sign and date the bottom form
5. Present a photo ID (e.g. driver's license, state ID w/expiration, passport, etc.) to the ID attendant upon pick up.
6. Send a current ID photo (MUST USE a passport photo app) your card will be available soon thereafter (NO HATS or SUNGLASSES).
7. It is your responsibility to update your contact information with the WCC Admissions & Records office.

I AM CURRENTLY ENROLLED AT WINDWARD COMMUNITY COLLEGE AND HAVE NO HOLDS OR FINANCIAL OBLIGATIONS TO THE UNIVERSITY OF HAWAII. _____

INITIAL

I have read and understand the WCC ID Policies & Procedures and I have provided factual information when filling out this form.

DIGITAL SIGNATURE OF STUDENT

DATE

For Staff Use Only:

ID WORKS: _____ Record: _____ SAC-CSA: _____
Replacement: _____ Receipt #: _____ Print #: _____