



STUDENT IDENTIFICATION CARDS

Our Dear Students,

Kindly note that due to the prevalence of the Covid-19 pandemic, we have revised the processing of Student Identification Cards. For the safety of our valued students and members of staff, physical interaction will be limited.

Therefore, students will be required to email the details below to the following email address: id@unilus.ac.zm

NEW STUDENTS

Collection – Please come with your **NRC or **Driver's License**. Date of collection is to be advised (stay tuned to our Social Media pages)**

Subject Title of Email – “NEW ID”

Student details;

1. Full names (e.g. **Michael Chanda**)
2. Programme enrolled for (e.g. **Bachelor of Science in Public Health**)
3. Student Number (e.g. **BSPH12345**)
4. Year and semester (**1st Year, 1ST Semester**)
5. Attach a recent digital portrait size photo of yourself (see guidelines below)
6. Attach copy of NRC

RETURNING STUDENTS – ID Replacement

Collection – Please come with your **NRC or **Driver's License**. Date of collection is to be advised (stay tuned to our Social Media pages)**

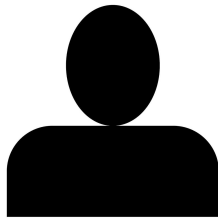
Subject Title of Email – “ID Replacement”

Student details;

1. Full names (e.g. **Mwaka Nyambe**)
2. Programme enrolled for (e.g. **Bachelor of Laws**)
3. Student Number (e.g. **LLB12345**)
4. Year and semester (e.g. **2nd Year, 1st Semester**)
5. Attach a recent digital portrait size photo of yourself (See guidelines below)
6. Attach copy of NRC and police report
7. Attach proof of payment for ID (Payment is made at the bank. Visit www.unilus.ac.zm for our bank details). ID replacement cost is **K50.00**.

GUIDELINES ON THE PHOTO

- Photo frame size: Portrait Headshot only



- Number of photos necessary: 1
- The submitted photos must be in color
- Head position: straight
- Photo Background: Clear background not crowded or distorted
- Smile: no
- Eyes: must be clearly visible
- Glasses or Eye wear: no
- Headwear: not allowed. Exceptions are made for religious/cultural purposes
- Must be a recent photo
- Resolution (pixels): High resolution
- Blurred pictures will be rejected

NOTE: Any submission that does not follow these strict guidelines will be rejected.