

IDENTIFICATION (ID) CARDS

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans; and
- access the inter-campus shuttle bus.

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the Student Accounts website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the Find the AAM list on the Campus Public Safety website.

Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. An ID card will not be issued to you if you have any outstanding fees. You may obtain your ID card at the Client Services office of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

ID Card Schedule for the Downtown Campus

- The locations and opening hours of ID card centres can be found on the Student Records website.
- New students can obtain their ID card 24 hours after registering for their first course. Please confirm registration dates for new students.
- Returning students must be registered for at least one course and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the Student ID Card site for information on the Downtown Campus ID Centre.

ID Card Schedule for the Macdonald Campus

- The locations and opening hours of ID card centres can be found on the Student Records website.
- The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found on the Important Dates site.