

Star Card ID Request Form

University Students, Faculty and Staff



DOMINICAN UNIVERSITY

Why do I need a Star Card?

In addition to the official University ID card, you need a Star Card to:

- Access campus buildings such as residence halls;
- Borrow resources from the Library;
- Obtain transcripts, verifications, schedule printouts;
- Gain admission to University sponsored events;
- Borrow equipment from the IT Equipment Loan Program;
- Use the Dominican University (DU) print/scan/copy system and access your Green Bucks funds;
- Use your Dining Services meal plan and DU Dollars at campus dining halls and other campus services;
- Purchase a parking permit; and
- Reset your Dominican Network ID with the Support Center.

How do I apply for my Star Card?

Complete each of section of this form. Visit a Support Center location and provide originals of the required identity documentation included below.

Lost or Stolen Star Cards

Report lost or stolen cards both to Public Safety by calling 708-524-5999 and visiting dom.edu/starcard. This will prevent use of your card for access and any transactions.

Star Card Fees

DU does not charge a fee for the first card for staff, faculty and enrolled students. A \$25 replacement fee applies to lost or stolen cards. This is payable at Student Accounts (Lewis Hall – Room 119. Payments may also be made online by visiting dom.edu/starcard. Attach a copy of your receipt to this form.

Like this: Not like this:

Reason for Star Card Request

- New/First Star Card Lost/Stolen Star Card (\$)
- Role Change Expired/Exchange ID Card

Identity Verification Documents

Verification Option 1 – Students, Faculty and Staff (One Required)
Bubble in the original document (no copies) that you will present:

- State Driver's License State ID
- Passport Permanent Resident Card
- Military ID

Verification Option 2 – Students Only (Two Required)

If you are a student and do not have any documents from Option 1, you can use Option 2 to receive a Star Card. Additional review from the Registrar's Office may be required. Bubble in two original (no copies) documents, one from each column, that you will present:

Column 1

- Birth Certificate
- Marriage License
- Credit Card
- ATM Card
- Bank Statement
- Health / Dental Insurance Card
- Prescription Card
- Utility Bill

Column 2

- Dominican University ID
- Class Schedule
- Admission Letter
- Transcript

Affiliation

Fill in only one option indicating your affiliation with DU. Begin at the top of the left list and the first available option is considered your "high role". This determines the type of Star Card you are eligible to receive and will be confirmed by the Support Center.

- Public Safety Undergraduate Student
- Board of Trustee Graduate Student
- Staff Sister
- Faculty, including Adjunct & Emeritus Faculty
- Alumni [School/Program: _____]

Unsure of your affiliation? We can help!
Just ask your Support Center Advisor.

Dominican ID Number

0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

Don't Know Your ID Number?

Login with your Dominican Network ID and Password to MyDU and click on "Personal Info" in the top bar, followed by "Biographical Info."

Dominican E-mail Address

@my.dom.edu
 @dom.edu

Personal E-mail Address

Last Name / Family Name

First Name / Given Name

Date of Birth

/ /

Address

City State Zip Code Country

Phone Number (Including Area Code)

Cellular
 Home

Star Card Declaration

The full Star Card policy is available at dom.edu/starcard. By signing below, I certify and affirm that:

- I am a current student, faculty or staff member at DU;
- all information presented in this application is true and accurate;
- I will review the Information Technology policies available at <http://duit.dom.edu/policies> and my use of a login indicates my acceptance of the terms, conditions and policies;
- any and all documents I presented to the Support Center are genuine and valid;
- my appearance, for purpose of my Star Card photograph, is a true and accurate representation of how I generally appear in public;
- the Star Card is property of DU and may be revoked at any time;
- I will carry my Star Card at all times while on campus as it must be provided when requested by a University official; and
- I was provided the opportunity to review the policy prior to receiving my Star Card and acceptance of my Star Card constitutes agreement and understanding of the terms and conditions.



Complete all previous questions and read the declaration above. Do not sign this form until witnessed by a Support Center Staff Member.

Cardholder Signature

Agreement and Star Card Application Date

/ /

Support Center Staff Use Only

App Review	Payment	Identity Docs	MyDU Validation	Data Update & CRID	Signature / Photo	Card Printed / Test	Access Escalation	Comments
<input type="radio"/> <input type="radio"/> <input type="radio"/> Initials & Date	<input type="radio"/> <input type="radio"/> Initials	<input type="radio"/> <input type="radio"/> Initials	<input type="radio"/> Initials	<input type="radio"/> <input type="radio"/> Initials	<input type="radio"/> <input type="radio"/> Initials	<input type="radio"/> <input type="radio"/> Initials	<input type="radio"/> Initials	