



## PROCEDURE FOR COMPLETING, SIGNING, STAMPING, AND ISSUING UNDER SIGNATURE THE STUDENT ID CARD AND THE STUDENT TRANSPORT DISCOUNT CARD

After signing the study contracts, the year secretary will issue, in the case of first-year students:

- the student ID card for transport discounts;
- the student ID card, in which the grades from exams or other forms of evaluation are recorded for the entire duration of the studies.

**No corrections, erasures, or erroneous entries are allowed** in the student's documents; these constitute falsification of public documents and are penalized accordingly.

For students in the second, third, and fourth years, the year secretaries will apply the annual visa on the existing student IDs and cards **for students promoted to the next year**, after signing the study contracts and paying the tuition fees.

Student transport discount cards **are neither issued nor stamped after the age of 30**.

For the student transport discount cards distributed to students, **record sheets will be made up by groups**, in which the student's name, series, and number of the card, and the signature of receipt will be entered.

Duplicates are issued in the following cases:

1. **Loss of documents** - the following must be submitted to the secretariat:
  - Duplicate issuance request;
  - Proof of loss announcement in the press;
  - Photograph (in the case of the student transport discount card).
2. **Deterioration of documents** - the following must be submitted to the secretariat:
  - Duplicate issuance request;
  - Deteriorated document;
  - Photograph (in the case of the student transport discount card).

The issued documents, the student ID card and/or the student transport discount card, will bear the mention "*DUPLICATE*" written in red.

In case of transfer, interruption of studies, permanent withdrawal, or expulsion, the faculty secretariat will withdraw the student transport discount card and the student ID card, which will be filed in the personal file.