



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Student Identification and Card Number

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1.0	Student Identification and Card Number	October, 2015	Dean of Student Affairs
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October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
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Introduction:

DI uses a system for student identification to identify students’ permanent records, such as the transcript, registration, grade reports, enrollment certifications, student accounts, etc. This is known as the student ID number and is required for any inquiries the students make. The ID number is a permanent unique identifier for each student assigned upon applying to DI and remains permanently.

Policy Statement:

ID Number Assignment:

Each student is given an 8-digit Student Identification Number. This number can be found on the Student ID Card and the Student Information System (SIS), it will be used to identify academic records, request of certain DI services, and inquiries the student makes regarding their DI status.

The ID number is comprised of two parts, the year of applying to DI and a serial number that identifies that student in that year.

Item	4 digits for year of admission				4 digits for numbering			
Ex:	2	0	1	5	0	0	0	1

Example: (20150001)

Student Identification Card Policy:

1. The Student ID Card will carry the student’s picture, name, student ID number, school affiliation, program affiliation, and a validity stamp. Each card needs to be validated on a semester by semester basis at the Department of Enrollment and Student Affairs at the beginning of each semester upon successful enrollment.
2. The student will receive the ID card during the orientation week before the student’s first semester at DI.

3. The ID picture must be a recent photograph (max 3 months old), where individuals are required to remove any items not worn as part of their daily appearance (e.g., prescription eyeglasses are allowed as long as they are used on a regular basis).
4. The ID card allows access to various campus facilities and services, including the classrooms, library, students' center, infirmary, dining halls, etc.
5. The student is obligated to present his/her ID card if asked to by any DI staff or security personnel (i.e., professors, administrators, etc.)

The ID is issued to new students free of charge but in case of damaged, lost, and/or stolen cards a financial penalty will be charged in order to replace it.