



ID Request Form

To request an ID, please complete the following form and email it to IDrequest@muih.edu, along with a current image meeting the guidelines below.

Please note that student IDs are only issued to degree-seeking students.

Image Guidelines:

- JPG files only (*photo must be in color*)
- The image should be of you from the shoulders up on a plain background.
- Other individuals should not be present in the photo.
- No sunglasses, hats, unnatural expressions, or hands/gestures in the image.

I am requesting a:

- ☐ New ID
☐ Replacement ID (\$10 fee)

First Name: _____ Last Name: _____

MUIH ID #: _____ Phone Number: _____

MUIH Email Address: _____

I am a: ☐ Student ☐ Staff/Faculty

Choose one:

- ☐ Please mail ID to the mailing address on file
☐ I will pick up my ID in the Graduate Admissions office, 9am-5pm Mon-Fri*
*You will be notified by email once ID is ready

Payment Information (For Replacement IDs only)

☐ Cash ☐ Check ☐ Credit/Debit Card (Visa or Mastercard only)

Amount to be charged (\$10 per ID): \$_____

Name on card: _____

Account number: _____

Expiration Date: _____ 3-Digit Code: _____

Signature: _____ Date: _____