APPLICATION FORM FOR STAFF IDENTITY CARD

University of Ruhuna, Sri Lanka

Head / Director of the department / section / unit

Stick a
Passport size
colour
Photograph here
(3.5cm x 4.5cm)

Date

UPF Number : NIC Number :																				
R																				
Title (Rev./Prof./D	r./Mr.	/Mrs.	/Ms	.) : [S	ex:	M	F	
Name with initials	Name with initials in block letters:																			
Full Name in bloc	k lette	rs:																		
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Mobile :	Mobile : Email Address :																			
Designation :																				
Designation Type	: Perm	anen	t / T	emp	orar	y / (Cont	ract	basi	c										
Faculty: Department/Section/Unit:																				
Did you receive an identity card before : Yes / No																				
If "yes", reasons for request:																				
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I certify that the above particulars are true and accurate (Please put your signature using a Black sign pen or																				
Black pen in the following box)																				
Signature																				
Particulars given about Rev./ Prof./ Dr./Mr./ Miss./ Mrs.																				
are true and accurate and he/she is a permanent / temporary / contract basic employer of this university.																				

	ut Rev. / Prof. / Dr. / Mr. are t university.					
Registrar / Asst. Regist	trar (ace) / Asst. Registr	 rar (nac)		Date		
		For office use only				
S A W Ref.						
File Name of photo						
File Name of Signatu	re					
DB Record Ref.						
To / From	Date	Name	Signature	Remarks		

To / From	Date	Name	Signature	Remarks

UoR charges a fee to issue an Identity Card					
Permanent staff member	Rs. 300				
Others	Rs. 300				
Replacements and renewal	Rs. 200				

ID PHOTO REQUIREMENTS

- 1. Your photos or digital images must be:
 - a) In color
 - b) In focus
 - c) Taken within the last six months to reflect your current appearance
 - d) Taken in front of a sky blue or off-white background
 - e) Taken in full-face view directly facing the camera
 - f) With a neutral facial expression and both eyes open
 - g) Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
 - h) Headphones, wireless hands-free devices, or similar items are not acceptable in your photo
 - i) Do not wear eyeglasses.
 - j) If you normally wear a hearing device or similar articles, they may be worn in your photo
 - k) In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.
- 2. You must upload your digital image as part of your entry.
- 3. Your digital image must be:
 - a. Passport size (35 x 45 mm) with the head centered and sized between 25 to 30mm as bellow
 - b. In JPEG (.jpg) file format
 - c. Equal to or greater than 100kB (kilobytes) in file size



