

To: Parents of New GMP Students
From: Anne Izydorczak
Re: UB Card
Date: July 2017

Every student attending classes at the University at Buffalo is required to get an ID card, including our students. This card must be carried at all times while on the UB campus. Students can obtain a UB card after the registrar has assigned them a person number. **We will email you when the registrar has completed their process.**

The UB Card office is moving this summer, tentatively in mid-August. Currently it is located in Suite 228, in the Student Union on the Amherst Campus. It will be moving to 1 Capen Hall. These buildings are located on academic spine and can be found on this map: <http://www.buffalo.edu/buildings/pdf-page.html>. Metered parking is also shown on the map. Any lot may be used after 3 p.m. without a parking pass.

You will need to take your child to the UB Card Office during their business hours:

- Monday through Friday between 9 a.m. and 3 p.m.;
- After moving to 1 Capen, Monday through Friday between 8:30 a.m. and 4:30 p.m.;
- The office is normally closed Saturday and Sunday, but is open 8/26 from 11:00 a.m. to 3 p.m.

To avoid long lines and parking difficulties, we suggest you do this before August 29th when University classes start.

Each student needs to bring two items: (1) *photo identification*, (2) *payment*. You will fill out a form at that office which **must be signed by both the student and a parent**. The UB Card Office staff suggests that the students bring their school photo identification card. If your child's school does not provide a photo ID card, then bring a photocopy of your child's school yearbook page from last year that shows his/her photo and name. The cost of a new card is \$20. Payment can be by cash or check made payable to FSA-UB, or can be billed to the student account and paid online.