



## **GUIDELINES FOR STUDENT'S CAMPUS CARD APPLICATION**

1. Those who did not apply via e-daftar, procedures for student's campus card applications are as below:

1. Visit UKM's Campus Card System website: <http://www.ukm.my/ukmcard/>
2. Enter User ID (Student's Registration No: P12345) and Password. For new students, password is the same number used in the [www.ukm/smpweb](http://www.ukm/smpweb).
3. Click on the menu: STUDENT > Application.
4. Please check the displayed information. Please inform the secretariat if there is any wrong/inaccurate information.
5. At the form of Card Application Information, browse picture in the picture location.
6. For acceptable image format, please click on the Guide/Picture Criteria link. The acceptable picture is:

- **Image size (158 pixels or 5.57 cm) x (121 pixels or 4.27 cm)**
- **Size of image file not exceed than 100KB**
- **The format of the picture is .jpg**
- **Color image with a blue color background (except for armed forces)**
- **The picture should clear and be forwardly picture**
- **The face should be more than half of overall picture**
- **Do not wear the face veil or turban**

7. If you must to change the picture, please click the 'Browse Back' button and repeat the above process.
8. Click the 'Preview Card' button to see examples of smart cards, which will be print.
9. Click the 'Submit' button to send the smart card application.
10. The message 'Application Success' will be displayed if the application is successfully sent or the message 'Unsuccessful Application' is displayed if the application failed to send. Please try again if the application is not successful.

Any inquiries, please email to [ukmcard@ukm.edu.my](mailto:ukmcard@ukm.edu.my)