**STUDENT INFORMATION**

**Change of Address**

Students are expected to notify the Office of the University Registrar of any change in their local, permanent or e-mail address. Change of address can be completed online at [app.testudo.umd.edu/main/profile](https://app.testudo.umd.edu/main/profile) or forms are available at the following places:

- Office of Student Financial Services and Cashiering, Room 1115 or 1135, Lee Building
- Office of the University Registrar, First Floor, Clarence M. Mitchell Jr. Building

Please be advised that changing your permanent address could affect your residency status for tuition and billing purposes. For further information about these potential implications, please contact Residency Reclassification Services at resclass@umd.edu.

**Email for Official Communication**

The University of Maryland has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a university email address. Students are responsible for keeping their email address up to date or for forwarding email to another address. Changes of email address can be completed online at [app.testudo.umd.edu/main/profile](https://app.testudo.umd.edu/main/profile). Failure to check email, errors in forwarding email, and returned email due to mailbox full or user unknown will not excuse a student from missing announcements or deadlines.

**Identification Cards**

The photo ID card is issued at the time the student first registers for classes. This card is to be used for the entire duration of enrollment. Knowledge of your UID number is required to obtain a UMD ID card. A valid photo ID (i.e., State Driver’s License, Passport, etc.) must be presented at the Office of the University Registrar Front Counter Services. Students who are not currently registered may not receive a UMD identification card.

The photo ID card can be used by students for admission to most athletic, social, and cultural events, to withdraw books from the libraries, and as a general form of identification on campus. Additionally, students who have food service contracts will use this photo identification card to access these services. Contact Dining Services directly for further information.

There is a $20 charge for a replacement ID card in cases where the card is lost, stolen, has intentional damage (e.g., holes punched in the card, snapped in two, etc.), or the cardholder wishes to retake their photo. The replacement fee is waived in cases where the replacement is due to normal wear and tear (i.e., the bar code is no longer visible or the magnetic strip is non-functioning). A replacement ID card can be obtained from the Office of the University Registrar, First Floor, Clarence M. Mitchell Jr. Building, Monday - Friday, 8am - 5pm.

It is the responsibility of the cardholder to keep their ID card safe and secure and to deactivate a lost or stolen ID card. You should immediately deactivate your ID card ([idcard.umd.edu/lost/user/](https://idcard.umd.edu/lost/user/)) to prevent use by unauthorized individuals. The university assumes no responsibility for misuse of your card, or for charges to your accounts due to your ID card being lost or stolen.

Once deactivated, you must obtain a new ID card at the Office of the University Registrar, First Floor, Clarence M. Mitchell Jr. Building, Monday - Friday, 8am - 5pm. The charge for a new ID card is $20. A deactivated ID card cannot be reactivated.

Refer to policy for details: [registrar.umd.edu/current/Policies/id-cards](http://registrar.umd.edu/current/Policies/id-cards).

**Student ID Numbers**

University of Maryland assigns all students a unique nine-digit university identification number (UID). The UID is the student identifier for most university transactions. Use of the social security number is limited to necessary business transactions or where it is required by law.

Refer to policy for details: Policy Number: VI-26.00(A) University of Maryland Policy on the Collection, Use and Protection of ID Numbers.