

IAIA Identification Cards

New/Returning Student ID

Each new or returning student is issued one new IAIA student Identification card (ID) by the Office of Admissions & Recruitment at the time of registration, orientation or by attending a Thunderbird Day. The student must be registered to receive a student ID card. A valid photo ID is required at the time you are issued your IAIA ID. Accepted identification validation are:

- State issued ID,
- Tribal Enrollment ID must have image,
- Passport
- Driver's license, or

The IAIA identification card should be carried at all times and must be presented when requested by a member of the faculty, staff, administration or security. ID cards are non-transferable and must not be loaned to another person for any reason. Disciplinary action will be taken against students providing false information on or misusing IAIA ID cards and may be revoked at the discretion of the Dean of Students. The ID cards are used in the library, cafeteria, and to check out recreation equipment from housing and activities.

Faculty/Staff ID

Each new faculty or staff is issued one new IAIA faculty/staff identification card at the time of hire and is verified by Human Resources.

ID Expiration Dates

Type	Duration	Example
New Freshmen Bachelor degree seeking students	5 years from the semester they entered	Entered August 2016, expiration date will be May 30, 2021
New Freshmen Associate degree seeking students	3 years from the semester they entered	Entered August 2019, expiration date will be May 30, 2021
Transfer students	3 years from the semester they entered	Entered August 2019, expiration date will be May 30, 2021
Graduate (MFA) Students	2 years from the semester they entered	Entered August 2019, expiration date will be May 30, 2018
Readmitted Students	Case by case situation based on the date of last attendance	
Certificate students	1 year from the semester they entered	Entered August 2016, expiration date May 30, 2017
Non Degree students	1 semester	Entered Fall 2016 semester, expiration date will be December 30, 2016
Dual Credit students	1 semester	Entered Fall 2016 semester, expiration date will be December 30, 2016
Staff	3 years from hire date	
Full Time Faculty	3 years from the hire date	

Adjunct Faculty	1 semester	Based on semester of teaching. Fall- expires December 30 th , Spring- expires May 30th of the contract year
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Replacement Identification Cards

Lost, Stolen, Damaged or Name Change

If at any time an ID card is lost, stolen, damaged or a name change, there will be a \$20 fee to replace the ID card. This fee must be paid at Student Accounts and a receipt must be provided to the Office of Admissions & Recruitment at the time of replacement. The replacement fee can be charged to the student's financial account. The replacement fee applies to student/faculty/staff, no exceptions. The old card must be hole punched in the bar code area.

Expired ID Cards

If an ID has expired, the student/faculty/staff is issued a new card with no required fees. The expired card must be provided in order to receive an updated card. The expired card must be hole punched in the bar code area.

Identification Card Images

- The background image must be the gray backdrop image. Exception is for dual credit students.
- Student/Faculty/Staff- must remove hats, beanies, sunglasses, scarves, and/or any disguise. Prescription glasses are acceptable. Transitional prescription glasses are acceptable with clear transition.
- Student/Faculty/Staff- must be the only person in the image. No children or family members allowed in the image.
- Import of images outside of the OAR are only accepted for online students and dual credit students. All other images must be taken by the camera in OAR.
- Student/Faculty/Staff- apparel seen in image cannot have inappropriate, discriminatory or offensive language and/or images.

Faculty/Staff/Student Conduct

- No harassment or aggression will be tolerated towards OAR staff and student workers. Any issues will be reported to IAIA security, Dean of Students and/or Human Resources.