**Issuance of the university identification card**

**Human Resources Office**

**Step 1 Obtaining the form**

You must contact the officer who is responsible for receipt and submission of a request for issuance of identification card at Human Resources Office, 5th floor, Office of the President or call 02-4708084.

**Step 2 Taking a photo**

You must take a photo at Registra's Office, 1st floor, Office of the President on Mondays and Thursdays from 8.30 to 16.30. A 1-2 inch portrait photo (taken up to 6 months) must be submitted to the officer on the date of submission of a request for issuance of identification card or email it to [kmuttcard@kmutt.ac.th](mailto:kmuttcard@kmutt.ac.th).

**Dress code**

**- Government official:** Wear a white uniform / Thai traditional dress/University’s suit

covering white/cream-colored wing-collar shirt

For gentlemen: Wear plain black/navy blue tie.

**- Staff/Personnel:** Plain white/cream-colored shirt covered by black/navy blue suit only.

For gentlemen: Wear plain black/navy blue tie.

**- Permanent employee:** Wear white uniform, full dress uniform/operational dress

uniform/University’s suit covering white/cream-colored wing-collar shirt

For gentlemen: Wear plain black/navy blue tie.

**- Retired government official:** Wear a white uniform with “Bird” symbol pinned on the right collar.

**Step 3 Obtaining and Returning identification card**

You can obtain and return identification card at Registra's Office, 1st floor, Office of the President on Mondays and Thursdays from 8.30 to 16.30 or at Human Resources Management Office, 5th floor, Office of the President on Tuesdays, Wednesdays and Fridays from 8.30 to 16.30.

For more information, call 02-4708084.