

**STUDENT ID
PROCESS**
AT SAINT LEO
UNIVERSITY



Overview

This guide outlines the steps for obtaining and managing student IDs, an essential part of campus security and daily life at Saint Leo University.

Please submit this form no later than 30 days before the semester begins.

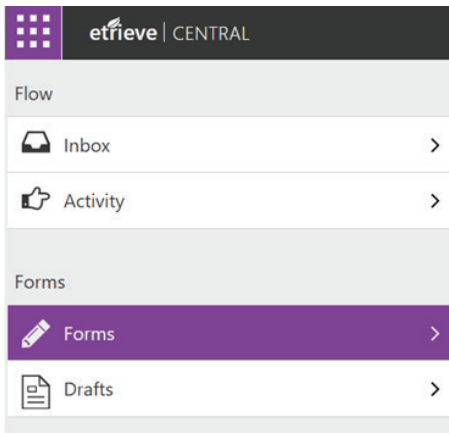
OBTAINING A STUDENT ID

1. Confirm Enrollment

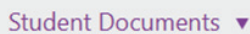
- Ensure you are officially enrolled in your courses before requesting a student ID.

2. Submit a Student ID Request

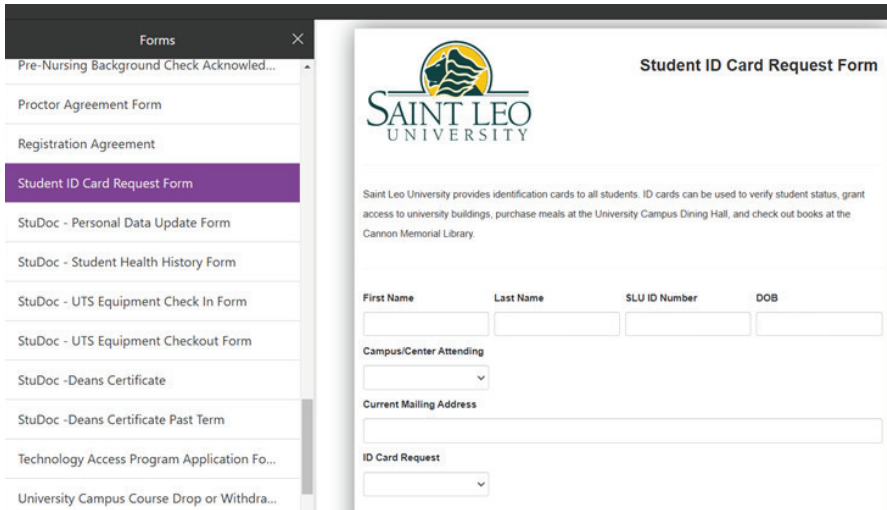
- Use the [eLion portal](#) to complete and submit an eForm.
- Click on **Forms**.



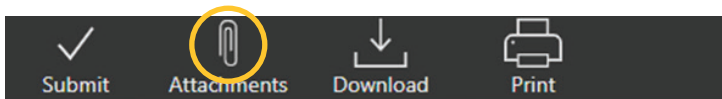
- Scroll to **Student Documents**.

The image shows a screenshot of a dropdown menu with the text 'Student Documents' and a downward-pointing triangle icon.

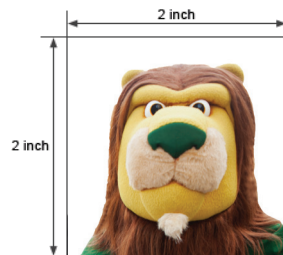
- Select **Student ID Card Request Form**.



- Fill in the required information.
- Attach a photo by clicking the **Attachment** icon at the bottom.

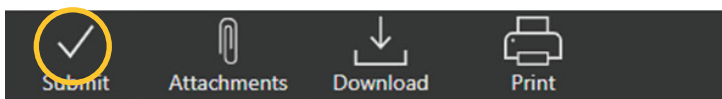


- Please note that the photo must be a passport-style photo; otherwise, it will be rejected. Additionally, any photos containing inappropriate imagery will not be accepted.



Example: (add photo)

- Click **Submit** once the form and photo are completed.



Note: If your request cannot be processed, you will receive an email with instructions for providing additional information.



Student ID Process

MANAGING YOUR STUDENT ID

1. Usage

- Use your student ID for building access, library checkouts, dining services, and event entry.

2. Replacement

- If your student ID is lost or damaged, report to the Campus Security Office for a replacement. Please note that there is a \$35 charge for replacement ID cards.

3. Security and Safety

- Treat your student ID as you would a debit or credit card. Keep it safe, and never share it with others.

Contacts for Further Assistance

- **Campus Security:** For ID issuance and security-related queries, contact (352) 588-8432.
- **Student Financial Services:** For questions regarding billing connected to your student ID, email sfs@saintleo.edu or call 800-240-7658.

Your student ID is essential for a seamless experience at Saint Leo University, providing access to vital campus resources and ensuring your safety and security.