Student ID Card Request
Step-by-Step Guide for Falmouth Online Students

Step 1: Plan Ahead

🗓️ Make sure you are requesting your ID card **at least 5 working days** before your visit.

Step 2: Compose Your Email

📧 Send an email to: **sra@falmouth.ac.uk**

📝 Make sure your email contains:

- 🆔 **Student Number**
- 👤 **Full Name**
- 🎓 **Course Name**
- 🗓️ **Dates You Will Be Visiting**
- 📍 **Campus** where you would like to collect your ID card (Falmouth or Penryn)

Step 3: Send the Email

🚀 Hit send and wait for a response from the **Student Records & Achievement** team.

Step 4: Wait for Confirmation

⏳ The team will review your request and send confirmation once it's processed, including where to collect your ID card from.