



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:
student.records@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)
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Step 3: Send the Email

 Hit send and wait for a response from the Student Records 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.