



Ref.No: 01/SPAV/Acad./Re-IssueIDC/2024

Date:28-10-2024

**CIRCULAR**

It is hereby informed to all presently enrolled students of SPA Vijayawada, that the SPAV ID cards with picture, registration number, logos, individual student details, QR code, and signature of SPAV authorities, is an important document establishing bonafide identify and studentship at SPA Vijayawada for a specific duration. The ID card is to be kept safely and securely with care. In the situation that it is stolen/misplaced beyond recovery/lost beyond recovery/damaged, a student may apply for re-issue the card. The process of applying is as below:

- 1) Concerned student is required to fill the online application form with details as required in the form (Link <https://forms.gle/gCpYyE3fPCbMb5LA8>). In case the student is not able to fill the online form, a hard copy of the form may be requested from Academic Section, SPAV, for filling and submitting.
- 2) Student is required to pay a 'ID Card Re-issue Charge' of Rs.500/- using SBI Collect at - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> with the student name and purpose mentioned as Re-Issue of Student ID card.
- 3) After completion of (1) and (2) above, the following are to be submitted by the student (in Hard Copy) to Academic Section:
  - i. Printout of the filled-in online application hard copy with student signature, along with the SBI Collect Payment Receipt of 'ID Card Re-issue Charge' indicating Student name and SPAV registration number.
  - ii. A Non-Judicial (of the lowest denomination) affidavit stating that the reason of applying for old student ID card as stolen/misplaced beyond recovery, as a self-declaration.
  - iii. Photo copy of your old Student ID card if stolen/ misplaced beyond recovery.
  - iv. If the ID Card is damaged beyond legibility and is with the student, then the student is required to surrender the old damaged ID card, and is not required to submit the affidavit as stated in 3(ii).

This is issued with the approval of the Competent Authority.

**Asst. Registrar (Acad)**

**To:**

1. Notice Board
2. Head, Dept. of Architecture for circulation to all CRs of all Batches.
3. Head, Dept. of Planning for circulation to all CRs of all Batches.
4. IT – For web notice board.
5. Accounts Section, SPAV.

**Copy:**

1. Director, for kind information please.
2. Registrar, for kind information please.