Step 5: Upload Student Card Photo & Check Address

What you will need to complete this task:

- Your UL Student email address & password
- A photo that meets the stated guidelines
1. Check your Contact Address in the Student Portal:
   Your Contact Address is the address your Student Card will be posted to.
   
   - Log into the **Student Portal**.
     - Select 'View/Edit your personal details'.

   - Your Contact Address (as shown below) is the address where your Student Card will be posted. Please update your Contact Address if necessary.
2. Upload Student Card Photo:

- After you have checked your Contact Address, return to the Home screen and click the UL Student Card section as shown above.

- You will be brought to the Student Card website as shown below, where you can log in using your UL student email address and password.

- Please follow the instructions on-screen and upload your photo.

- Once you complete this Task, your student card will be delivered to your Contact Address within approximately 3-5 days.

If you have difficulty completing this task, please visit IT Student Support and log a call for help.

If your student card has not arrived within 10 working days, you can advise Academic Registry by logging a call through Student Hub Online.