



Policy for ELT Student Identification Cards

Legal remit

Art 1.4(h) of Part B of LN 221 of 2015 makes the Non-Academic Service Manager/Department responsible for the provision of an identification document for each every student registered to follow a course at the relevant School.

Objective

The said student card must be given to all students upon their arrival. This document is important for proper identification of student, should the said student find himself/herself in need of assistance.

It is imperative that a school informs and reiterates the importance that students carry the card with them at all times.

Compulsory elements

Student cards must contain the following:

1. Name & Surname of Student

2. Photo of the student:
 - Photos must be taken within the last six (6) months.
 - The photos must be taken against a plain white or light-coloured background.
 - Head must be directly facing the camera with full face in view.
 - The photos must be clear, sharp and in focus.
 - Either black and white or colour photos are acceptable.

3. Accommodation address:

The full address of the place where the student is residing must be clearly and fully listed on the student card. Should the place of residence of the student change, a new and updated student card must be issued.

4. Address & Name of School:

The full name of the licensed ELT school and its address must be clearly listed on the student card.

5. Nationality

6. Passport number

7. Date of birth of student

8. 24 hour helpline number:

Every school must have a 24 hour emergency and welfare number which is active and available to its students at all times. This number must be clearly listed on the student card.

9. Dates of arrival and departure of the student.

Policy effective from: **January 2017**

For any queries, you may reach us on:

Telephone

(0356) 2598 2741

Email

info.eltcouncil@gov.mt