

SOLDIER SERVICE CENTER
DEERS AND ID CARD SECTION
55 PONY SOLIDER ROAD BLDG 253
FORT STEWART GA 31314

MEMORANDUM FOR: ALL COLLEGE STUDENTS

SUBJECT: ID Cards for all College Students

This memorandum is to inform you of what is required from the registrar's office or the National Student Clearinghouse Web Application, in order for a college student with a military affiliated sponsor to be issued an Identification Card. The student must provide the **original** letter from the registrar stating the following information before an ID card can be issued to the student.

1. Student's Name
2. Student's Enrollment Date
3. Expected or Anticipated Graduation Date
4. Certifying full-time status for associate's degree or higher
5. Spring, Fall, or Winter enrollment verification showing **current enrollment dates** for semester or session **currently** enrolled in. For students on school break, see below.
6. **For Students Currently on School Break:** Students who were enrolled as a full-time student for the semester or session immediately **before** the break may be eligible for an ID card during break if they accepted or enrolled immediately **after** the break. **Note: (This includes Spring, Summer, Fall, Winter, or Mid-Term break)**
Must be on school letter head
7. Signed by the Registrar or Certification Officer

If you are a student **on break** between semester, the information above must be on the enrollment verification brought into DEERS and must include dates for both the semester **before the break** and the semester **after that break** showing in a full time status.

NOTE: The Sponsor must update the child as a full-time student in DEERS prior to the 21st birthday to prevent a break in medical coverage.

If you have any further questions or concerns regarding this issue please feel free to contact DEERS/ID Card Section at 912-767-4909 to speak to a Site Security Manager or a Verifying Official.