



**MEMORANDUM**  
**No: RO/ARU/04/2022**

**To** : All Students of DRB-HICOM University of Automotive Malaysia

**From** : Registrar

**Cc** : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor  
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre  
Fazlil Aslan Ismail – Head, Academic Management Centre  
All Staff

**Date** : 22<sup>nd</sup> July 2022

**Subject** : Student Identity Card

Assalamualaikum w.b.t & greetings to all.

Please be informed that the University is in the process of preparing student identity cards for student intake from June 2020 to July 2022. Therefore, students from intake June 2020 to July 2022 are required to submit their information and photo via link provided below:

<https://forms.office.com/r/nVDHA1PYtQ>

All photographs must be original, unedited and meet the following criteria to be accepted:

- ✓ A color photo formatted similar to a driver's license or passport photo
- ✓ The background must be a solid white
- ✓ Photo of head until shoulders only
- ✓ Your face must be looking straight at the camera, not tilted sideways or up or down
- ✓ NO sunglasses, hats, funny faces, props/emojis, or anyone else in the photo
- ✓ NO alterations or filter enhancements applied
- ✓ File type of: JPG, JPEG, PNG, TIF, TIFF or GIF

Any related information, you may contact to Registry Officers at 09 -424 2432/ 09-424 2624.

Stay safe & healthy!

Thank you