GLOBAL ELITE

INSTITUTE OF TECHNOLOGY

2ND Floor First Global Building, 122 Gamboa cor. Adelantado Sts., Legaspi Village, Makati City

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STUDENT ID PROCESSING SYSTEM FOR NEW STUDENTS

1. Data Collection

- **Personal Information**:
    - Full Name, Date of Birth, Gender, submit biodata
    - Contact details (email, phone number, address)
    - Student ID number (automatically generated or provided)
- **Course Information**:
    - Program/Course Enrolled
    - Start date, End date (or anticipated graduation year)
    - Department or Faculty
- **Supporting Documents**:
    - 3 copies of Passport-size photo (upload photo).
    - Admission letter or Proof of Enrollment

2. Verification Process

- **Personal Information Validation**:
    - Ensure all fields are filled correctly and no duplication occurs.
    - Verify the student's details against the Admission Records.
- **Photo Verification**:
    - Verify that the uploaded photo meets the guidelines (clear face, background, etc.).
- **Eligibility Check**:
    - Ensure the student has completed all necessary enrollment steps.

3. Data Input and Management System

- **Database Creation**:
    - Store student data securely (with encryption for sensitive information).
- **User Interface**:
    - Admin dashboard for staff to review and approve student information.
- **Automated Processes**:
    - Automated ID number generation.
    - Auto-checking for completeness of information before moving forward.
    - Email notification for missing or incorrect data.

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4. ID Card Design and Generation

- **Card Layout**:
  - Include the following on the card:
    - Student Name
    - Student ID Number
    - Course and Department
    - Photograph
    - Bar Code or QR Code (for library, campus access, etc.)
    - University Logo and Colors
- **Customization**:
  - Optional: Chip or magnetic strip for smart ID cards (for electronic access).
- **Digital Version**:
  - Provide students with a digital copy of the ID via email or an app.

5. Printing and Distribution

- **Card Printing**:
  - After approval, the card is printed (bulk printing for all new students).
- **Physical Distribution**:
  - On-campus pickup at registration, orientation events, or designated pickup centers.
  - Mailing option for remote students (optional).
- **Digital Access**:
  - Send a digital version of the ID to the student's registered email or student portal for immediate use.

6. Confirmation and Activation

- **Confirmation Email**:
  - Notify the student via email that their card is ready.
- **Activation**:
  - Activate the card for campus access, library use, etc., once the student collects it.
- **Re-issue Process**:

Process for requesting a re-issue in case of loss or damage (form submission and verification).