

Trinity University of Asia
Office of Admission and Registration
Second Semester, SY 2022-2023

ADVISORY

January 28, 2023

To: **All College and Graduate School OFFICIALLY ENROLLED students for the Second Semester, SY 2022-2023**

Through: Academic Unit Heads

Re: ID picture taking and issuance schedule

Effective **Monday, January 30, 2023**, and in consideration of everyone's safety in the campus, TUA is once again implementing and reactivating the turnstiles at the entrance gates.

Relative to this, please be informed of the following schedules and procedures:

FOR: Students with existing identification cards

1. Once you are officially enrolled, the ICTO (Information and Communication Technology Office) will reactivate your RFID to be used at the turnstiles.
2. Proceed to OAR's Admission Officer, window #8, for the verification of your ID card.

FOR: Students who were not able to have their ID pictures taken during the First Semester, SY 2022-2023 and NEW students as of Second Semester, SY 2022-2023

1. Proceed to SSC 304 for picture taking. Show your assessment form (physical / soft copy) status: **OFFICIALLY ENROLLED**. See schedule below.

CAHS	- February 01 - 02, 2023
CASE	- February 03, 06 - 07, 2023 (including Graduate Students)
CBMA	- February 08 - 10, 2023 (including Graduate Students)
CEIS	- February 20 - 21, 2023
CHTM	- February 22 - 23, 2023
CMT	- February 24, 27 - 28, 2023 (including Graduate Students)
SLCN	- March 1 - 3, 2023 (including Graduate Students)

2. Please proceed to OAR's Admission Officer, window #8, for verification of your ID card.
3. NOTE: ICTO can only accommodate 30 students per day, from 8:30AM - 12:00PM and 1:00PM - 3:00PM. This will be on a first-come first-served basis, as scheduled per college.
4. The schedule is exclusive of weekends, holidays, and special TUA events.

For your information and guidance.

ALEJANDRO C. VINALAY
OIC, Registrar