



Student Identification Card 2023-24

Grade 1-Grade 5

- **Student ID Cards are required when using Public Transport.** They are issued once and renewed at the beginning of the year by the Primary Office. Kindly come to the Primary Office for the renewal. You will not receive a new one every year. Please look after it.
- If your child is new to VIS attach a passport-sized photograph with paper-clip to this completed form, and submit to the Primary Office in a sealed envelope.
- **If your child has lost their ID,** you must report it missing to a magistrate office (there is a Magistrat office in every district). The Magistrat will issue a Loss Report ("Verlustmeldung") which you will have to submit to the Primary Office with a passport sized photograph so that we issue you a new Student ID.
- **If your child's ID has been destroyed,** you bring the destroyed ID and a new passport size photo to the office and we can issue you a new one.
- **If you have changed your address you will have to apply for a new ID card.** Make sure you inform the Admissions Office change@vis.ac.at of your new address.

Student's First Name:

Student's Family Name:

Class for 2023-24:

Date: