**Loss of Access Card - Students**

Below are the steps to make payment for a replacement card

1. Proceed to Loss of Access Card webpage
   (https://payment.yale-nus.edu.sg/event/LOSSOFACCESSCARDSTUDENT/28)

2. Please enter your name, student ID and student suite room number in the “Full Name” field (eg. Julia Roberts, A1234567Z, RC1-05-105D)

   ![Full Name](image.png)

   ![Amount (SGD)](image.png)

   ![Payment Mode](image.png)

3. Enter the amount payable.
   
   *Note: Fee for first replacement is $32 second replacement onwards is $53.50 (fees include prevailing Goods and Services Tax)*

4. Select the mode of payment from the dropdown box

   ![Payment Mode](image.png)

5. Enter your email address in the “Additional Remarks” field.

   ![Additional Remarks](image.png)

6. Upon successful payment, the system will generate a receipt

7. Send the receipt to Infra at infra@yale-nus.edu.sg

8. Infra will follow up on the replacement card collection

   *Note: Infra is unable to issue a replacement card if Student ID and Student Suite Room Number details are not provided. Card replacement usually takes 3 working days.*