

**UNIVERSITAS PELITA HARAPAN**

SISTEM PENJAMIN MUTU INTERNAL

**LAYANAN UPH Card (Smart Card)**

UPH Card Services

No. Dok : FOR01/PRO02/STA26/SPMI-UPH

Revisi : 0

Tanggal : 22 Agustus 2016

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**No. Ticket**  
Ticket Number        -     **NIM/NIK**  
Student/Employee Number**Tahun Bergabung**  
Joined Year   **Nama Lengkap**  
Full Name**Posisi**  
Position Dosen Lecturer  Staf Staff  D4 D4  S1 S1  S2 S2  S3 S3  UPHC UPHC  Lainnya Others**Fakultas/Unit**  
Faculty/Unit**\*No. Handphone**  
\*Phone Number (if required)          **Ext.**  
Extension   **Email**  
Email**Jenis Layanan**  
Type of Services Baru New  Penggantian Replacement  Kehilangan Lost  Perpanjangan Akses Extend the active period**Diisi oleh Staf Service Desk** (Filled by Service Desk)**Langkah Pelayanan**  
(Steps of Services) Pengembalian Smart Card (Penggantian)  
Return of the Smart Card (Replacement)  
 Validasi Identitas  
Identity validation (Smart Card)  
 Pembayaran Smart Card (e-Money)  
Payment Fee of the smart card (e-Money)  
 Sesi Foto  
Photo Session  
 Cetak UPH Card  
Print UPH Card**Catatan UPH Card** (Notes)**Tahun Kadaluarsa/Tutup Akses**  
Expired Year   **Diajukan oleh,**  
Requested by,**Diketahui oleh,**  
Acknowledged by,**Dikerjakan oleh,**  
Created by,  
(Name & Date)  
(Dean/Director/HRD/ADAK Staff Name & Date)  
Stamps from HRD & ADAK for validation  
(Service Desk Name & Date)**SLIP UNTUK PENGAMBILAN UPH CARD****No Ticket :****NIM/NIK**

Student/Employee Number

: **Nama Lengkap**

Full Name

: **Tanggal Pembuatan**

Date of Production

:  ,  20   
(Service Desk Name & Date)