

# **Academic Identity Card online service**

## **User manual for students**



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



## Contents

1. Registration/Login .....	4
1.1. Undergraduate Students .....	6
1.2. Postgraduate/Doctoral Students.....	16
1.3. Erasmus Students .....	23
2. Submit Application .....	31
2.1. Student Details .....	31
2.2. Photo selection.....	33
2.3. Distribution points.....	36
2.4. Application Preview – Academic Identity Preview.....	39
2.5. Application Submission .....	41
3. Application Modification .....	44
4. Contact .....	48



As of 2012, undergraduate, postgraduate and doctoral students of all Universities and Higher Technological Institutes (TEI) in the country can apply online for a new academic identity card. The Academic Identity Card online service is provided by the Ministry of Education and Religious Affairs with the technical support of the National Infrastructures for Research and Technology.

The Academic Identity Card is designed to be valid for as long as one is a student and to cover multi-purposes, aside from just being a Student Fare Card (Pass). The new identity card indicates precisely the validity period of the Student Fare entitlement. In case a student is not eligible for a Student Fare, the card shall be valid only as an academic identity card.

Identity cards shall be picked up at the distribution point selected by each student when filing the application, free of charge.



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# 1. Registration/Login

From the homepage of [Academic Identity Card online service](#), the student can click on the language icon, switching the language input to English.



**ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ**  
Υπουργείο Παιδείας  
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**Ηλεκτρονική Υπηρεσία Απόκτησης  
Ακαδημαϊκής Ταυτότητας**

Αρχική Σελίδα

**Νέα - Ανακοινώσεις**  
Ανακοινώσεις

**Φοιτητές**  
Αιτήσεις  
Διαδικασία Υποβολής Αίτησης  
Προθεσμίες  
Αναζήτηση Προσφορών

**Προσωπικό Ιδρυμάτων/  
Φορέων**  
Υποβολή Αίτησης  
Παραλαβή Ταυτότητας  
Ψηφιακά Πιστοποιητικά

**Γραμματείες**  
Διαχείριση Αιτήσεων Φοιτητών

**Διευθύνσεις Διοικητικού**  
Εγγραφή  
Διαχείριση Αιτήσεων  
Παράδοση Ταυτοτήτων

**Αρχική Σελίδα**

**Φοιτητές**  
Από τις 24/09/2012 οι προπτυχιακοί, μεταπτυχιακοί και διδακτορικοί φοιτητές όλων των Πανεπιστημίων και ΤΕΙ της χώρας μπορούν να υποβάλλουν ηλεκτρονικά την αίτησή τους για έκδοση νέας ακαδημαϊκής ταυτότητας.

Η νέα ταυτότητα διαθέτει ισχυρά χαρακτηριστικά μηχανικής αντοχής, και ασφάλειας έναντι πλαστογραφίας. Επιπλέον, έχει σχεδιαστεί έτσι ώστε να έχει ισχύ για όσα έτη διαρκεί η φοιτητική ιδιότητα, και να καλύπτει πολλαπλές χρήσεις, επιπλέον του Φοιτητικού Εισιτηρίου (Πάσο). Οι ταυτότητες θα παραδίδονται στο σημείο παραλαβής που θα έχει επιλέξει ο κάθε φοιτητής κατά την υποβολή της αίτησής του, χωρίς καμία οικονομική επιβάρυνση.

Οι νέες ταυτότητες αναγράφουν την ακριβή περίοδο ισχύος του δικαιώματος του Φοιτητικού Εισιτηρίου. Στην περίπτωση που ο φοιτητής δεν δικαιούται Φοιτητικό Εισιτήριο, η κάρτα επέχει θέση απλής ταυτότητας.

Κάθε Ιδρυμα μπορεί να αξιοποιήσει τις νέες ταυτότητες για την ανάπτυξη νέων υπηρεσιών και εφαρμογών, με στόχο την καλύτερη εξυπηρέτηση των φοιτητών του.

**Προσωπικό Ιδρυμάτων/Φορέων**  
Από το ακαδημαϊκό έτος 2014-15 οι καθηγητές, ερευνητές και το προσωπικό των Ακαδημαϊκών Ιδρυμάτων και των Ερευνητικών Φορέων της χώρας θα μπορούν να υποβάλλουν αίτηση για έκδοση Ακαδημαϊκής Ταυτότητας.

Η νέα ταυτότητα θα αποτελέσει μέσο φυσικής ταυτοποίησης και ψηφιακής αυθεντικοποίησης του κατόχου της, ενώ θα υποστηρίζει επιπλέον υπηρεσίες ψηφιακής υπογραφής και κρυπτογράφησης.

Εγγραφή / Είσοδος  
Αναζήτηση Προσφορών  
Συχνές Ερωτήσεις  
Επικοινωνία  
Εγχειρίδιο Χρήσης  
Οδηγίες σε Video

Image 1.1 Language change

Home Page

News - Announcements Home Page

Announcements

Students

Applications

Application Submission

Deadlines

Students

As of 24/09/2012, undergraduate, postgraduate and doctoral students of all Universities and Technological Institutions of the country can apply online for a new academic identity card.

The new academic identity card features high mechanical endurance and security standards against tampering. In addition, it is designed to be valid for as long as one is a student and to cover multi-purposes, aside from just being a Student Fare Card (Pass). Identity cards shall be picked up at the delivery point selected by each student when filing his application, free of charge.

The new identity card indicates precisely the validity period of the Student Fare entitlement. In case a student is not eligible for a Student Fare, the card shall be valid only as an academic identity card.

Each Institution may take advantage of the new identity cards by developing new academic services and/or applications to better serve its students.

Registration / Login

FAQ

Contact us

Erasmus Students



Co-founded by Greece and the European Union

## Image 1.2 Main menu

The student can then select **"Registration/Login"** on the right side of the page or **"Erasmus student"** in the case of Erasmus students.



## 1.1. Undergraduate Students

In order to register/login to the Academic Identity Card online service, undergraduate students are required to have received academic credentials (login information: username – password) from the associated Institution.




Image 1.3 Registration/Login


The student should then pick the appropriate category in the **"Sign Up"** Column. Undergraduate students should select **"Undergraduate Student"**.


## Welcome


### Sign up




To register in the application, please select the user category you pertain to:

 Undergraduate Student


 Postgraduate Student


 Doctoral Student


### Login



To login to the application, please select the user category you pertain to:

 Undergraduate Student

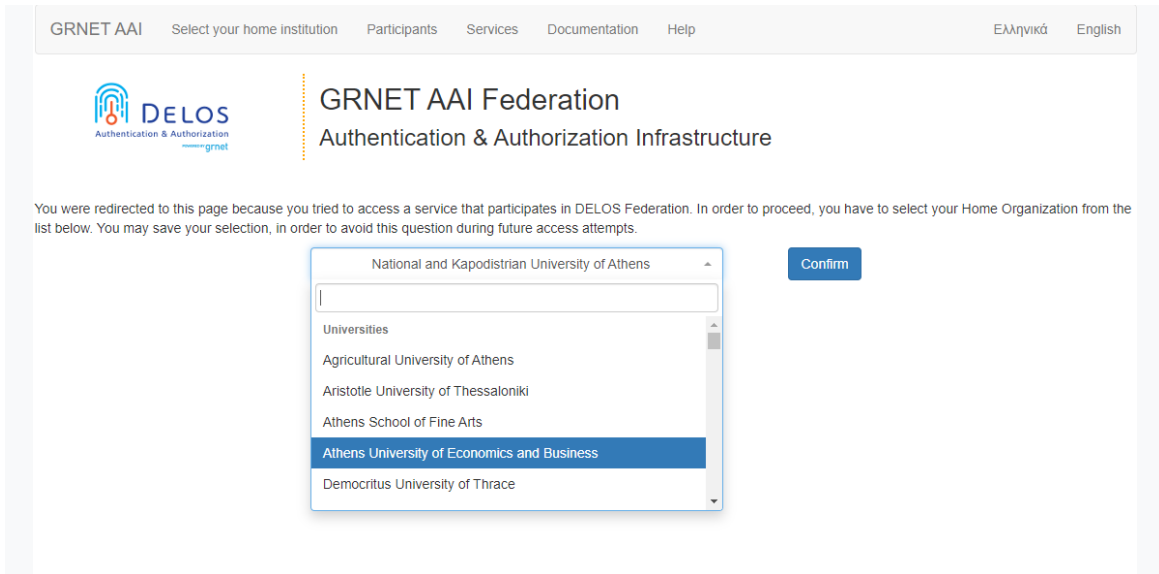
 Postgraduate Student

 Doctoral Student

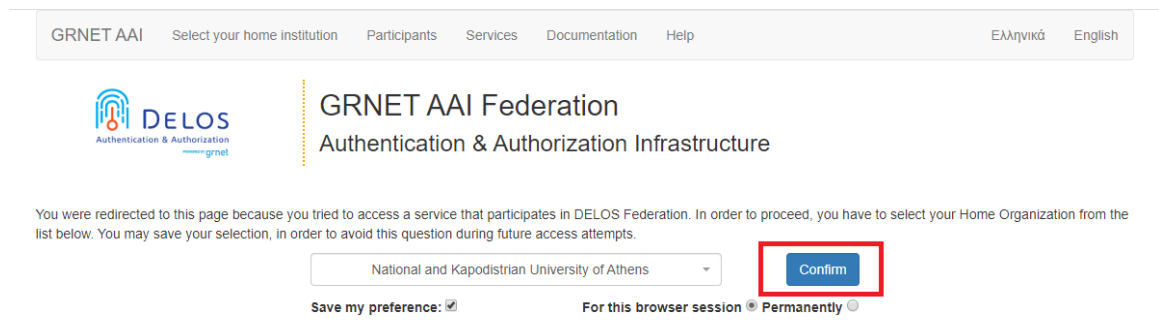
If you have trouble logging into your account, you may contact the [Users Help Desk](#)

**Image 1.4 Registration page**

After selecting “**Undergraduate Student**” in the “**Sign up**” column, the user should select the associated Academic Institution from the display list and then click on the “**Confirm**” button.



**Image 1.5 Institution selection**



**Image 1.6 Confirmation**

After confirmation, the student is redirected to the associated Institution's page. It is thereby necessary to fill in the username and password provided by the Institution, aka the academic login credentials.



login.ntua.gr

Welcome to the National Technical University of Athens Identity Provider Service. Using this service you may securely access various third party services by inserting your credentials in the present page just once.

Username  
ntu1500059

Password  
●●●●●●●●

Login

☐ Don't Remember Login  
☐ Clear prior granting of permission for release of your information to this service.

After successful login, you will be able to access third party services without needing to re-enter your credentials until you completely exit your browser.  
To protect your personal information and avoid unauthorized use by other persons that may use your computer, please exit your browser completely when you have finished your work.

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**Image 1.7 Student Academic login information**

Upon successful login, the student is redirected to the Academic Identity Card online service to create the application. Initially, the student is required to read and accept the terms and conditions of participation to the program.

If the student is already a graduate of another University or Technological Institution the appropriate checkbox must be selected. In this case, the card to be printed will not be valid as a Special Fare Card.

Home Frequently asked questions (FAQs) Contact

**Graduate from another department of the University (AEI) or Technological institute (TEI)**

By selecting the checkbox below, the Academic Identity Card to be printed out, shall not be valid as a Special Fare Card.

☒ I am already a graduate from another department of the University or Technological Institute

**Terms and Conditions for connecting to the Academic Identity Card online service**

1. The "Academic Identity Card online service" is provided by the Ministry of Education, Research and Religious Affairs with the technical support of the National Infrastructures for Research and Technology SA. (hereinafter referred to as "GRNET SA"). The object and the purpose of the service is to provide the Academic Identity Card to all eligible students, professors and other staff of the Academic and Research Institutions (hereinafter collectively referred to as the "relevant entities")
2. Participation in the programme and submission of a request for the Academic Identity Card by a student are automatically deemed as acceptance of the present terms as set out in the legislation in force.
3. All participants in the "Academic Identity Card online service" Program, Beneficiaries thereof, expressly accept that all data and personal details entered in the programme are accurate, true and up-to-date and that any statement made in relation to the "Academic Identity Card online service" is a Responsible Declaration in the sense and as per the consequences of Law 1599/1986, as in force at any time.
4. An Academic Identity Card may be requested by any of the following persons:
  1. Students of the first, second and third cycle of studies with the Greek Universities, the Highest Ecclesiastic Academies and the Greek Open University.

**I hereby declare under my own responsibility that:**

**Image 1.8 Checkbox for Graduates**

11. viruses or any other electronic code, files or programs designed to interfere, destroy, or restrict the operation of any computer software or hardware or of any telecommunication network or equipment.

5. interference with the services or disruption of any services, servers or networks connected to the "Academic Identity Card online service" or non-compliance with the rules, conditions, procedures and rules of such networks.

6. intentional or unintentional, violation of any local, national, European, international law and /or of any rule with the force of law, governing and/or covering the "Academic Identity Card Service".

7. harassment in any way of the privacy, of the individual and social rights of other users / members as well as of any individual.

12. GRNET SA reserves the right to modify the present terms and conditions by notifying the registered users/participants in the service by virtue of pertinent post on the present website. Continued use of the application shall be construed as an automatic and explicit acceptance of such modified terms. In case of disagreement with the new terms, a participant may address a written request to the service Users Help Desk seeking the deactivation of his/her account in this application.

13. The Ministry of Education, Research and Religious Affairs and GRNET SA may not be held responsible for any data and information entered under the beneficiary's sole responsibility in his/her online request and for those printed out on his/her Academic Identity Card.

14. The present participation terms and conditions replace any prior understanding whether oral or written, or any other contract or agreement relevant to the "Academic Identity Card online service". These participation terms and conditions are governed by Greek law, and any dispute arising in connection with them will be settled by the Courts of Athens.

**I hereby declare under my own responsibility that:**

1. I have read and I hereby expressly accept all the **Terms and Conditions** for the participation in the "Academic Identity Card online service" (scroll to read them)
2. The data stated in this request is true and accurate
3. I agree to receive notifications about any other actions concerning students

**Image 1.9 Agreement to terms and conditions**

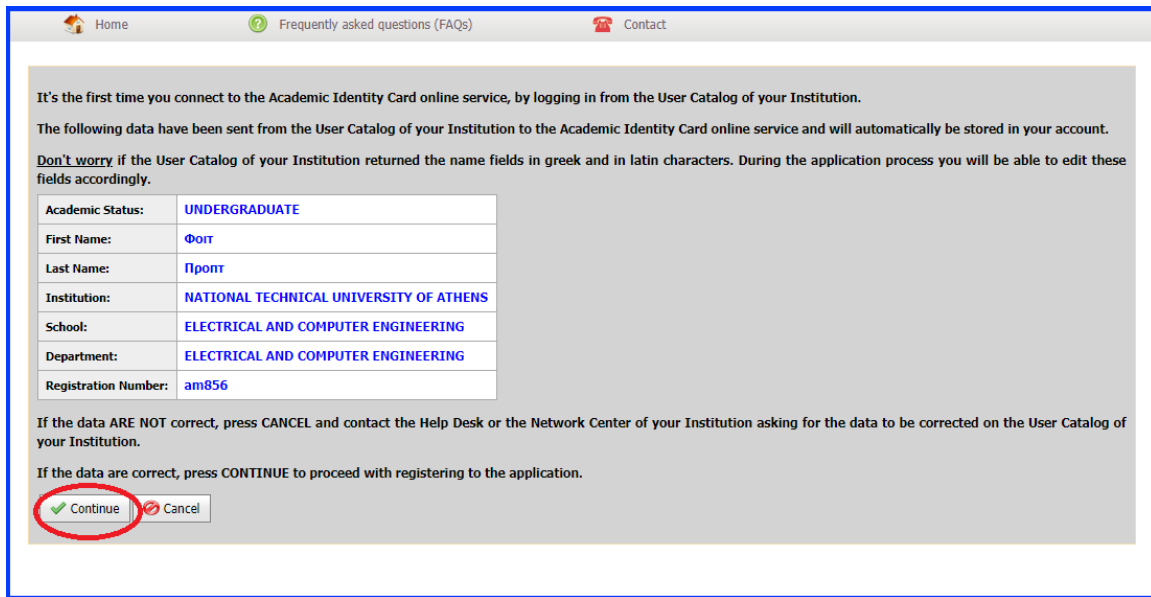
Once the student has selected "**Continue Registration**", the student data sent to the Academic Identity Card online service by the Information System of the Institution's User Catalog is displayed onscreen. The user should check the accuracy of these data. If they are accurate, choosing the "**Continue**" button leads to the preparation of the application. Otherwise, the student should press the "**Cancel**" button and contact the Institution's



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Υπουργείο Παιδείας  
και Θρησκευμάτων



Network Center or the [Helpdesk](#) of the program, in order for the necessary corrections to be performed.



Home Frequently asked questions (FAQs) Contact

It's the first time you connect to the Academic Identity Card online service, by logging in from the User Catalog of your Institution.

The following data have been sent from the User Catalog of your Institution to the Academic Identity Card online service and will automatically be stored in your account.

Don't worry if the User Catalog of your Institution returned the name fields in greek and in latin characters. During the application process you will be able to edit these fields accordingly.

Academic Status:	UNDERGRADUATE
First Name:	Φοιτ
Last Name:	Προντ
Institution:	NATIONAL TECHNICAL UNIVERSITY OF ATHENS
School:	ELECTRICAL AND COMPUTER ENGINEERING
Department:	ELECTRICAL AND COMPUTER ENGINEERING
Registration Number:	am856

If the data ARE NOT correct, press CANCEL and contact the Help Desk or the Network Center of your Institution asking for the data to be corrected on the User Catalog of your Institution.

If the data are correct, press CONTINUE to proceed with registering to the application.

**Image 1.10 Checking and confirmation of the returned data**

The student should then fill in the contact information (cell phone number and e-mail address). The contact information must be accurate, so that the student will be able to receive notifications via mail or SMS. After filling in these data, the student should press the **"Save"** button and be redirected to a new page.

The student is then prompted to verify the e-mail address provided. Additional instructions can be obtained by selecting **"here"** hyperlink at the top of the screen.



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων




Home	Student Details	Application Preparation	Application Submission	Canceled Applications	Contact
------	-----------------	-------------------------	------------------------	-----------------------	---------

**» Contact Info**

It is important to enter your contact info, so that you receive notifications regarding your application for the Academic Identity Card

E-mail:	john.wick.09212@gmail.com
Confirm E-mail:	john.wick.09212@gmail.com
Mobile Phone:	6900000000
Confirm Mobile Phone:	6900000000

 Save

**Comments**  
 A verification e-mail will be sent to the e-mail address you entered. Please select the hyperlink inside the e-mail to verify your e-mail address.  
**Important Note**  
 There is a chance your e-mail provider has marked the verification e-mail as SPAM. Please check the Spam and Junk folders in your e-mail client.  
 There is also a chance, that your e-mail provider has deleted the verification e-mail automatically.  
**In each case** you can create and submit an application even if you have not received the verification e-mail

**Image 1.11 Entering and saving contact information**

- You have not created an Application for the acquisition of the Academic Identity Card yet.
- The email address that you have entered (john.wick.09212@gmail.com) has not been verified yet. For instructions click [here](#). It is important that your e-mail address is certified so that you are more easily informed as soon as the Academic Identity Card is ready for pick-up. Nevertheless, you can continue to process and submit your application without incurring any problems.

Home	Student Details	Application Preparation	Application Submission	Canceled Applications	Contact
------	-----------------	-------------------------	------------------------	-----------------------	---------

**Image 1.12 Hyperlink for the e-mail verification instructions**

Instructions for the e-mail verification are shown on screen. An e-mail from the Academic Identity Card online service is sent to the e-mail address provided by the student, containing a hyperlink necessary to complete the verification process.



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



After your registration, you received a verification e-mail with the title:

[MINEDU - ACADEMIC ID] Email Verification

If you received it yet, please click on the link inside the e-mail, so that you verify the e-mail of your account. If you have not received it, two things might have happened:

- You have not entered your e-mail correctly. Please navigate to the page "Student Details" to see the e-mail you entered and, if you made a mistake, fix it. As soon as you fix it, you will receive a new verification e-mail.
- The verification e-mail has been marked as SPAM and ended up in the Junk Folder of your e-mail client. In this case, please keep in mind that every e-mail that is sent from the application will end up in the Junk Folder. To avoid that, please enter a different e-mail account (if you have one) that does not mark the application e-mails as SPAM.

Image 1.13 Instructions for e-mail verification

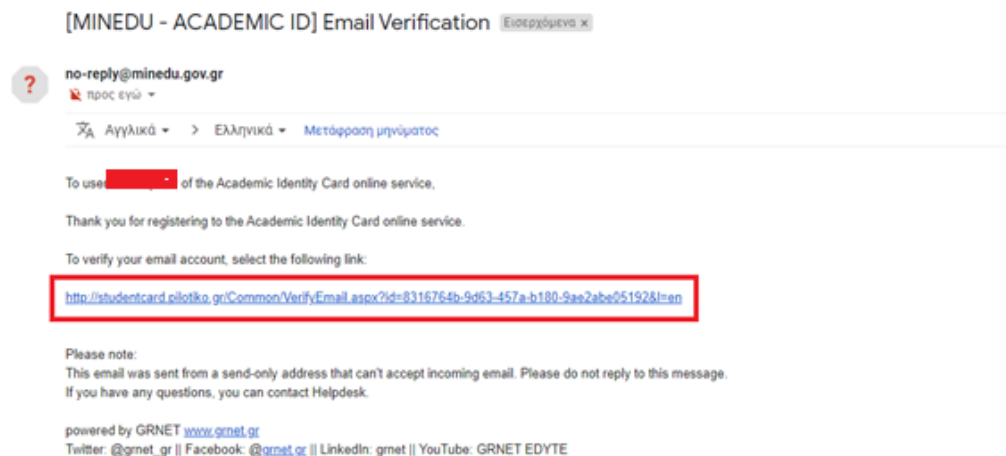


Image 1.14 E-mail with verification hyperlink

The student is notified that the e-mail verification has been completed successfully.

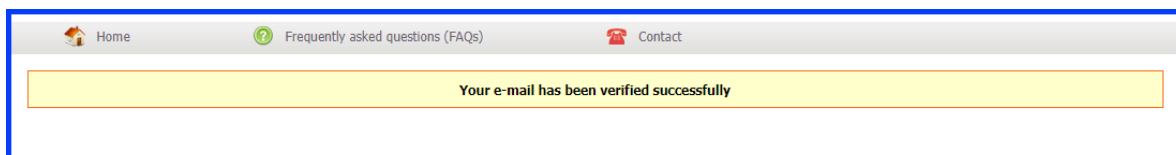


Image 1.15 Successful e-mail verification

The student should then provide his/her Social Security Number. Only greek Social Security Numbers ("AMKA") are accepted. In absence of a greek "AMKA", the student should leave the box empty and check "**Save**" without filling it out. At this point, the student should check the checkbox "**I declare under my own responsibly that I don't have a Social Security Number (AMKA).**" .The student may continue to the next step of the application process by pressing the "**Save**" button. The registration is complete and the student can proceed with the application.

The screenshot shows a web application interface. At the top, a yellow banner contains the message: "• You have not created an Application for the acquisition of the Academic Identity Card yet." Below this is a navigation bar with tabs: Home, Student Details, Application Preparation, Application Submission, Canceled Applications, and Contact. The main section is titled "» Enter Social Security Number (AMKA)". It features a label "AMKA:" followed by an empty text input field. To the right of the input field, it says: "You can search for your Social Security Number (AMKA) through <https://www.amka.gr/AMKAGR/>". Below the input field, there is a "Save" button with a floppy disk icon, which is highlighted with a red rectangle.

**Image 1.16 Social Security Number "AMKA"**

This screenshot shows the same application form as Image 1.16, but with additional content. Below the search link, a red message states: "You have not entered your Social Security Number (AMKA). If you do not have a Social Security Number (AMKA) please select the following checkbox." Below this message, a checkbox is present with the text "I declare under my own responsibly that I don't have a Social Security Number (AMKA).". This checkbox and its text are highlighted with a red rectangle. At the bottom of the form, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red 'X' icon).

**Image 1.17 Students without Social Security Number "AMKA"**



You have not created an Application for the acquisition of the Academic Identity Card yet.

Home

Student Details

Application Preparation

Application Submission

Canceled Applications

Contact

» Enter Social Security Number (AMKA)

AMKA:

You can search for your Social Security Number (AMKA) through <https://www.amka.gr/AMKAGR/>

You have not entered your Social Security Number (AMKA). If you do not have a Social Security Number (AMKA) please select the following checkbox.

☒ I declare under my own responsibly that I don't have a Social Security Number (AMKA).

Save

Cancel

**Image 1.18 Without Social Security Number “AMKA”**



## 1.2. Postgraduate/Doctoral Students

In order to register/login to the Academic Identity Card online service, postgraduate/doctoral students should press the “**Registration/Login**” label on the right side of the homepage.




Image 1.19 Registration/Login

The student should pick the appropriate category in the “**Sign Up**” column. Postgraduate students should select “**Postgraduate Student**”.





## Welcome


### Sign up




To register in the application, please select the user category you pertain to:

 Undergraduate Student


 Postgraduate Student


 Doctoral Student


### Login



To login to the application, please select the user category you pertain to:

 Undergraduate Student

 Postgraduate Student

 Doctoral Student


If you have trouble logging into your account, you may contact the [Users Help Desk](#)

**Image 1.20 Registration/Login for Postgraduate Students**


Whereas doctoral students should select “**Doctoral Student**”.


## Welcome


### Sign up




To register in the application, please select the user category you pertain to:

 Undergraduate Student


 Postgraduate Student


 Doctoral Student


### Login



To login to the application, please select the user category you pertain to:

 Undergraduate Student

 Postgraduate Student

 Doctoral Student

If you have trouble logging into your account, you may contact the [Users Help Desk](#)

**Image 1.21 Registration/Login for Doctoral Students**

After selecting the appropriate category, the user is then prompted to read and accept the terms and conditions of the program.

Home Frequently asked questions (FAQs) Contact

### Holder of another Postgraduate Degree of Specialization

By selecting the checkbox below, the Academic Identity Card to be printed out, shall not be valid as a Special Fare Card.

☐ I am already a holder of another Postgraduate Degree

#### Terms and Conditions for connecting to the Academic Identity Card online service

1. The "Academic Identity Card online service" is provided by the Ministry of Education, Research and Religious Affairs with the technical support of the National Infrastructures for Research and Technology SA. (hereinafter referred to as "GRNET SA"). The object and the purpose of the service is to provide the Academic Identity Card to all eligible students, professors and other staff of the Academic and Research Institutions (hereinafter collectively referred to as the "relevant entities")
2. Participation in the programme and submission of a request for the Academic Identity Card by a student are automatically deemed as acceptance of the present terms as set out in the legislation in force.
3. All participants in the "Academic Identity Card online service" Program, Beneficiaries thereof, expressly accept that all data and personal details entered in the programme are accurate, true and up-to-date and that any statement made in relation to the "Academic Identity Card online service" is a Responsible Declaration in the sense and as per the consequences of Law 1599/1986, as in force at any time.
4. An Academic Identity Card may be requested by any of the following persons:
  1. Students of the first, second and third cycle of studies with the Greek Universities, the Highest Ecclesiastic Academies and the Greek Open University.

**I hereby declare under my own responsibility that:**

1. I have read and I hereby expressly accept all the **Terms and Conditions** for the participation in the "Academic Identity Card online service" (scroll to read them)
2. The data stated in this request is true and accurate
3. I agree to receive notifications about any other actions concerning students

**Image 1.22 Terms and Conditions**

If the postgraduate student is already a holder of another Postgraduate Degree of Specialization the appropriate checkbox must be selected. In this case, the card to be printed will not be valid as a Special Fare Card.

### Holder of another Postgraduate Degree of Specialization

By selecting the checkbox below, the Academic Identity Card to be printed out, shall not be valid as a Special Fare Card.

☐ I am already a holder of another Postgraduate Degree

**Image 1.23 Holder of another Postgraduate Degree of Specialization**

Likewise, if the doctoral student is already a holder of another Doctoral Degree the appropriate checkbox must be selected. In this case, the card to be printed will not be valid as a Special Fare Card.

**Holder of another Doctoral Degree**

By selecting the checkbox below, the Academic Identity Card to be printed out, shall not be valid as a Special Fare Card.

☐ I am already a holder of another Doctoral Degree

**Image 1.24 Holder of another Doctoral Degree**

After the terms and conditions are read, the user may proceed with the registration by pressing **"Continue registration"**.

Home Frequently asked questions (FAQs) Contact

**Holder of another Postgraduate Degree of Specialization**

By selecting the checkbox below, the Academic Identity Card to be printed out, shall not be valid as a Special Fare Card.

☐ I am already a holder of another Postgraduate Degree

4. misuse of any other electronic code, files or programs designed to interfere with, destroy, or prevent the operation of any computer software or hardware or of any telecommunication network or equipment.

5. interference with the services or disruption of any services, servers or networks connected to the "Academic Identity Card online service" or non-compliance with the rules, conditions, procedures and rules of such networks.

6. intentional or unintentional, violation of any local, national, European, international law and /or of any rule with the force of law, governing and/or covering the "Academic Identity Card Service".

7. harassment in any way of the privacy, of the individual and social rights of other users / members as well as of any individual.

12. GRNET SA reserves the right to modify the present terms and conditions by notifying the registered users/participants in the service by virtue of pertinent post on the present website. Continued use of the application shall be construed as an automatic and explicit acceptance of such modified terms. In case of disagreement with the new terms, a participant may address a written request to the service Users Help Desk seeking the deactivation of his/her account in this application.

13. The Ministry of Education, Research and Religious Affairs and GRNET SA may not be held responsible for any data and information entered under the beneficiary's sole responsibility in his/her online request and for those printed out on his/her Academic Identity Card.

14. The present participation terms and conditions replace any prior understanding whether oral or written, or any other contract or agreement relevant to the "Academic Identity Card online service". These participation terms and conditions are governed by Greek law, and any dispute arising in connection with them will be settled by the Courts of Athens.

**I hereby declare under my own responsibility that:**

1. I have read and I hereby expressly accept all the [Terms and Conditions](#) for the participation in the "Academic Identity Card online service" (scroll to read them)
2. The data stated in this request is true and accurate
3. I agree to receive notifications about any other actions concerning students

☒ Continue Registration

**Image 1.25 Continue Registration**

The user, either postgraduate or doctoral student, should then fill in his/her data, choosing his/her own username and password.

» User Account Details	
Username:	<input type="text"/>
<p>For your safety, we recommend that you choose a combination of letters, numbers or symbols to create a unique password that is not related to your personal information. Or, choose a random word or phrase and enter words and numbers in the beginning, in the middle, and at the end to make it even harder for anyone to guess it (for example, "m1awra1ap3tal0uda"). Using simple words or phrases such as "password" or "letmein", key sequences such as "qwerty" or "qazwsx" or character sequences such as "abcd1234" make it easier for anyone to decrypt your password.</p>	
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
<p><b>Attention:</b> In the e-mail address that you enter, you shall receive notifications regarding the progress of your application. Make sure you have typed it correctly.</p>	
E-mail:	<input type="text"/>
Confirm E-mail:	<input type="text"/>
<p><b>Attention:</b> On your registered mobile phone number, you shall receive an SMS with an 8-digit certification code for your account. Make sure that you have typed it correctly.</p>	
Mobile Phone:	<input type="text"/>
Confirm Mobile Phone:	<input type="text"/>

**Image 1.26 Username, password and Contact information**

The student should then fill in the contact information (cell phone number and e-mail address). The contact information must be accurate, so that the student will be able to receive notifications via mail or SMS.

The student shall then fill in his/her student details, aka First and Last Name, ID/Passport Number, Institution, Department and Registration Number, and Social Security Number. Only greek Social Security Numbers ("AMKA") are accepted. In absence of a greek "AMKA", the student should check the checkbox "I declare under my own responsibly that I don't have a Social Security Number (AMKA)."



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» Student Details	
Academic Status:	DOCTORAL
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Type of Certification Document:	Greek ID Card <input type="button" value="v"/>
ID Number:	<input type="text"/>
Institution:	-- select institution -- <input type="button" value="v"/>
Department:	<input type="text"/> <input type="button" value="v"/>
Registration Number:	<input type="text"/>
Social Security Number (AMKA):	<input type="text"/> <div>           You can search for your Social Security Number (AMKA) through <a href="https://www.amka.gr/AMKAGR/">https://www.amka.gr/AMKAGR/</a>  <input type="checkbox"/> I declare under my responsibility that I don't have a Social Security Number (AMKA)         </div>

Please type the characters you see in the box below



**Image 1.27 Student Details**

After filling in these data, the student should press the “**Create account**” button.



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### 1.3. Erasmus Students

In order to register/login to the Academic Identity Card online service, Erasmus students should select the “**Erasmus Student**” label on the right side of the homepage.



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**Academic Identity Card online service**

Home Page

News - Announcements Home Page

Announcements

Students

Applications

Application Submission

Deadlines

As of 24/09/2012, undergraduate, postgraduate and doctoral students of all Universities and Technological Institutions of the country can apply online for a new academic identity card.

The new academic identity card features high mechanical endurance and security standards against tampering. In addition, it is designed to be valid for as long as one is a student and to cover multi-purposes, aside from just being a Student Fare Card (Pass). Identity cards shall be picked up at the delivery point selected by each student when filing his application, free of charge.

The new identity card indicates precisely the validity period of the Student Fare entitlement. In case a student is not eligible for a Student Fare, the card shall be valid only as an academic identity card.

Each Institution may take advantage of the new identity cards by developing new academic services and/or applications to better serve its students.

Registration / Login

FAQ

Contact us

Erasmus Students

grnet

Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Ταμείο  
Περιφερειακής  
Ανάπτυξης

ψηφιακή Ελλάδα  
Όλα είναι δυνατό  
Ευρωπαϊκό Πρόγραμμα  
"Ψηφιακή Σύγκλιση"

ΕΣΠΑ  
2007-2013

Co-founded by Greece and the European Union

W3C XHTML 1.0

W3C WAI-AA WCAG 2.0

Image 1.28 Erasmus student

The student is thereby prompted to choose eIDAS registration if he/she has eID credentials. Otherwise, Erasmus students without eID credentials should proceed to registration in the suitable category as seen in the previous chapters (see chapter 1.1-1.2), by pressing “here”.

News - Announcements

Announcements

Students

Applications

Application Submission

Deadlines

Erasmus Students

If you want to use your eIDAS account to register in the Academic Identity Card online service, please choose **eIDAS registration**. Otherwise, you can register **here**.

Registration / Login

FAQ

Contact us

Erasmus Students



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Image 1.29 Erasmus Students without eID

If the student has eID credentials he/she should press "eIDAS registration" and then be redirected to the following page, in order to select his/her country.

News - Announcements

Announcements

Students

Applications

Application Submission

Deadlines

Erasmus Students

If you want to use your eIDAS account to register in the Academic Identity Card online service, please choose **eIDAS registration**. Otherwise, you can register **here**.

Registration / Login

FAQ

Contact us

Erasmus Students



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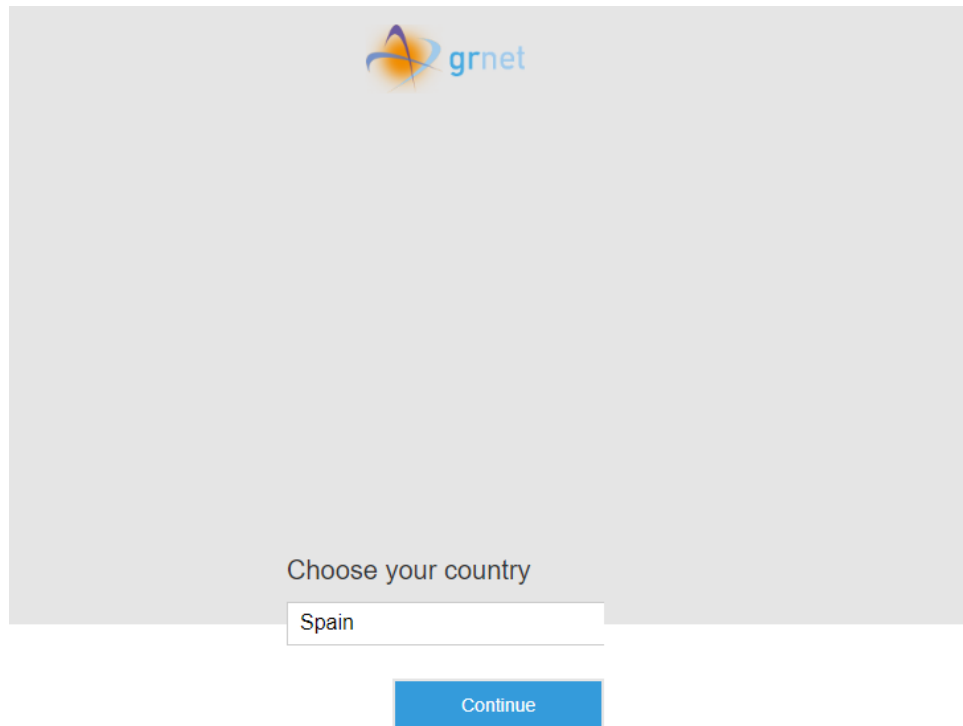


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Όλα είναι δυνατό  
Επιστημονικό Πρόγραμμα  
"Ψηφιακή Σύγκλιση"



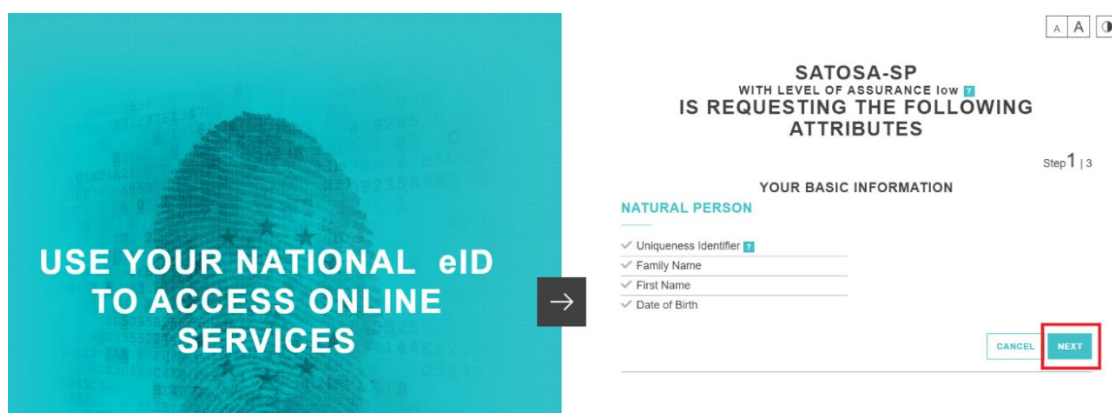
Image 1.30 eIDAS registration



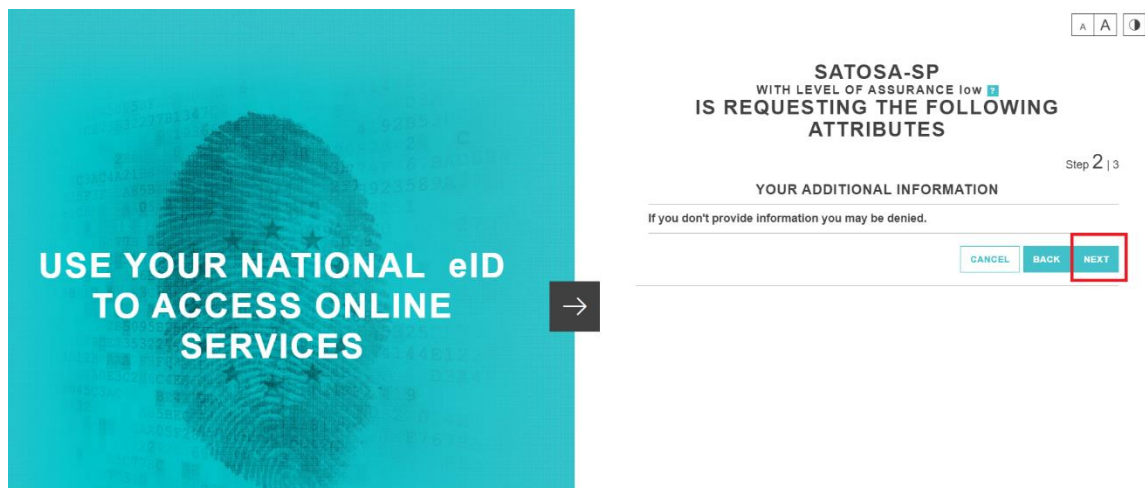


**Image 1.31 Country selection**

The following screens appear, where the student is prompted to press “**NEXT**”, consenting to his/her personal data being released. If “**CANCEL**” is chosen instead, registration and thus submission of an application cannot be possible.



**Image 1.32 Basic information request**




**Image 1.33 Additional information request**

In the following screen, the student should fill in his/her eID credentials (username and password). The student is also able to choose the level of assurance.

## EIDAS AUTHENTICATION SERVICE (IDP)

### AUTHENTICATION



USERNAME Test user

PASSWORD

Password

LEVEL OF ASSURANCE

http://eidas.europa.eu/LoA/low

☒ IP ADDRESS FOR SUBJECTCONFIRMATIONDATA

SUBMIT

**Image 1.34 Filling in the eID credentials**


Upon filling in the eID credentials, the student should press “**SUBMIT**” to continue.



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## AUTHENTICATION



**USE YOUR NATIONAL eID  
AND ACCESS ONLINE  
SERVICES**

USERNAME Test user

cph7

PASSWORD

....

LEVEL OF ASSURANCE


http://eidas.europa.eu/LoA/Iow ▼

☒ IP ADDRESS FOR SUBJECTCONFIRMATIONDATA

SUBMIT

**Image 1.35 Submitting the eID credentials**

The data retrieved from eIDAS national node are thereby shown onscreen. The student should press "**SUBMIT**" to continue.



**USE YOUR NATIONAL eID  
TO ACCESS ONLINE  
SERVICES**

→

A A 🔍

**SATOSA-SP**  
WITH LEVEL OF ASSURANCE Iow 1  
**IS REQUESTING THE FOLLOWING  
ATTRIBUTES**

Step 3 | 3

YOUR RESUME

**NATURAL PERSON**

Uniqueness Identifier  
CA/CA/12345

Family Name  
Garcia

First Name  
Javier

Date of Birth  
1965-01-01

CANCEL
SUBMIT

**Image 1.36 Data retrieved from eIDAS**

The student is then redirected back to the Academic Identity Card online service, whereas the data retrieved from eIDAS node are displayed onscreen.

Home Frequently asked questions (FAQs) Contact

Your national eID node provided the following data:

First Name:	javier
Family Name:	Garcia
Date of Birth:	1965-01-01

If you want to register as an **undergraduate** student, press [here](#)

If you want to register as a **postgraduate** student, press [here](#)

If you want to register as a **doctoral** student, press [here](#)

**Image 1.37 Data provided from eIDAS**

At this point, the student should pick the appropriate category to register, by pressing “**here**” next to the suitable category.

Home Frequently asked questions (FAQs) Contact

Your national eID node provided the following data:

First Name:	javier
Family Name:	Garcia
Date of Birth:	1965-01-01

If you want to register as an **undergraduate** student, press [here](#)

If you want to register as a **postgraduate** student, press [here](#)

If you want to register as a **doctoral** student, press [here](#)

**Image 1.38 Undergraduate students**

Initially, the student is required to read and accept the terms and conditions of participation to the program.

4. viruses or any other electronic code, files or programs designed to interfere, destroy, or restrict the operation of any computer software or hardware or of any telecommunication network or equipment.

5. interference with the services or disruption of any services, servers or networks connected to the "Academic Identity Card online service" or non-compliance with the rules, conditions, procedures and rules of such networks.

6. intentional or unintentional, violation of any local, national, European, international law and /or of any rule with the force of law, governing and/or covering the "Academic Identity Card Service".

7. harassment in any way of the privacy, of the individual and social rights of other users / members as well as of any individual.

12. GRNET SA reserves the right to modify the present terms and conditions by notifying the registered users/participants in the service by virtue of pertinent post on the present website. Continued use of the application shall be construed as an automatic and explicit acceptance of such modified terms. In case of disagreement with the new terms, a participant may address a written request to the service Users Help Desk seeking the deactivation of his/her account in this application.

13. The Ministry of Education, Research and Religious Affairs and GRNET SA may not be held responsible for any data and information entered under the beneficiary's sole responsibility in his/her online request and for those printed out on his/her Academic Identity Card.

14. The present participation terms and conditions replace any prior understanding whether oral or written, or any other contract or agreement relevant to the "Academic Identity Card online service". These participation terms and conditions are governed by Greek law, and any dispute arising in connection with them will be settled by the Courts of Athens.

**I hereby declare under my own responsibility that:**

1. I have read and I hereby expressly accept all the **Terms and Conditions** for the participation in the "Academic Identity Card online service" (scroll to read them)
2. The data stated in this request is true and accurate
3. I agree to receive notifications about any other actions concerning students

☒ Continue Registration

**Image 1.39 Agreement to terms and conditions**

The student should then fill in the contact information (e-mail and cell phone number) as well as the Institution, Department and Registration Number. The country's prefix can be changed through the dropdown list as shown below. The contact information must be accurate, so that the student will be able to receive notifications via mail or SMS. After filling in these data, the student should press the **"Create Account"** button and be redirected to a new page.



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Υπουργείο Παιδείας  
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Home Frequently asked questions (FAQs) Contact

### » User Account Details

**Attention:** In the e-mail address that you enter, you shall receive notifications regarding the progress of your application. Make sure you have typed it correctly.

E-mail:

Confirm E-mail:

Mobile Phone:

### » Student Details

Academic Status:

First Name:


Last Name:

Institution:

Department:

Registration Number:

Please type the characters you see in the box below



**Image 1.40 Country's prefix selection**

Home Frequently asked questions (FAQs) Contact

### » User Account Details

**Attention:** In the e-mail address that you enter, you shall receive notifications regarding the progress of your application. Make sure you have typed it correctly.

E-mail:

Confirm E-mail:

Mobile Phone:

### » Student Details

Academic Status: **UNDERGRADUATE**

First Name:


Last Name:

Institution:

Department:

Registration Number:

Please type the characters you see in the box below



**Image 1.41 Create Account**



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## 2. Submit Application

The student should then perform the following steps in order to successfully submit his/her application, regardless of signing up with eID credentials or academic credentials.

At first, the student, upon successful connection, should navigate to the Application Preparation tab to create a new application.

• You have not created an Application for the acquisition of the Academic Identity Card yet.

Home Student Details Application Preparation Application Submission Canceled Applications Contact

To create a new application you may navigate to the [Application Preparation](#) tab

You will be asked to insert the required data, by clicking "Save & Continue" on each step of the application.

Image 2.1 Application Preparation

### 2.1. Student Details

Thereby, the student must fill in the relevant data. As far as the student's name is concerned, foreign students must click on the **"Name only in Latin"** (To be selected ONLY by foreign students) checkbox.

» Full Student Name in Greek

Exactly as it is written in your identification card. If your name contains **only** latin characters, please click on the box "Name only in latin"

Name **only** in latin: ☒ To be selected ONLY by foreign students)

» Full Student Name in Latin

To write your name correctly in Latin characters, please read [information on character transcription as per ELOT 743](#).

First Name:

Last Name:

Image 2.2 Student's Name

The student's address in Greece and the registration date must be filled in as well. In case of undergraduate students, some academic data are automatically retrieved from the Institution.

» Residence Address Details	
Address (Street - Number):	<input type="text"/>
Zip Code:	<input type="text"/>
Prefecture:	<input type="text" value="-- select prefecture --"/>
City:	<input type="text"/>

**Image 2.3 Filling in the address**

» Additional Student Details	
Academic Status:	UNDERGRADUATE
Student Number:	am856
Social Security Number (AMKA):	I DON'T HAVE A SOCIAL SECURITY NUMBER (AMKA)
First registration month (induction):	<input type="text" value="-- select month of induction --"/>
First registration year (induction):	<input type="text" value="-- select year of induction --"/>

**Image 2.4 Filling in the registration date**

Undergraduate students also have to fill in their semester.

Erasmus students should check the Erasmus Student checkbox. To proceed with the application, the student must choose **"Save and Continue"**.

Current Semester:	<input type="text"/>
Erasmus Student:	<input type="checkbox"/> (To be selected ONLY by foreign students)

**Image 2.5 Semester**



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## 2.2. Photo selection

Upon the next step, the student should upload the photo of their choice, to be printed at his/her Academic Identity.

The photo must be recent, in color, on a neutral background and clearly depicting the face of the beneficiary student only. Photos in which the person wears sunglasses shall not become accepted. Where there are veils, scarves or hats, these should be removed. In case these cannot be removed for religious reasons, any features of the person should not be hidden. Dimensions should be at least 240 x 240 pixels, the type of the photo should be .jpg and the size of the photo should not exceed 3MB.

The student must click **"Choose photo"** and choose a picture with the aforementioned specifications. Then a photo must be chosen and uploaded by pressing the **"Send Photo"** button.

Home Student Details Application Preparation Application Submission Canceled Applications Contact

Step 1 Enter Student Data Step 2 Add Photo Step 3 Select Delivery Point Step 4 Application Preview Step 5 Academic Identity Preview

Make sure that the following rules are met, so you do not waste time uploading a photo which will not become accepted.  
If you're having trouble uploading the photo, please download [Google Chrome](#) or [Mozilla Firefox](#)

The uploaded photo must comply with the following specifications:

- Dimensions should be at least **240 x 240 px**
- The type of the photo should be : **jpg**
- The size of the photo should not exceed **3MB**
- The photo must be **recent, in color**, on a **neutral** background and clearly depicting **the face** of the beneficiary student only

Photos in which the person shown, wears sunglasses shall not become accepted. Where there are veils, scarves or hats, these should be removed. In case these cannot be removed for religious reasons, make sure that any features of the person are not hidden.

**Accessibility note:** Users using keyboard only (no mouse) should upload a 240 x 240 px photo exactly, given that the use of zooming & resizing controls shall be impossible without the use of a mouse.

To modify the picture size, drag the small blue square that appears below the photo you upload. Then you can center it on the face part of the photo by moving the dashed rectangle and clicking on the "Photo Correction" tab.

» Add Photo

Photo:  No file chosen

Image 2.6 Searching for a photo



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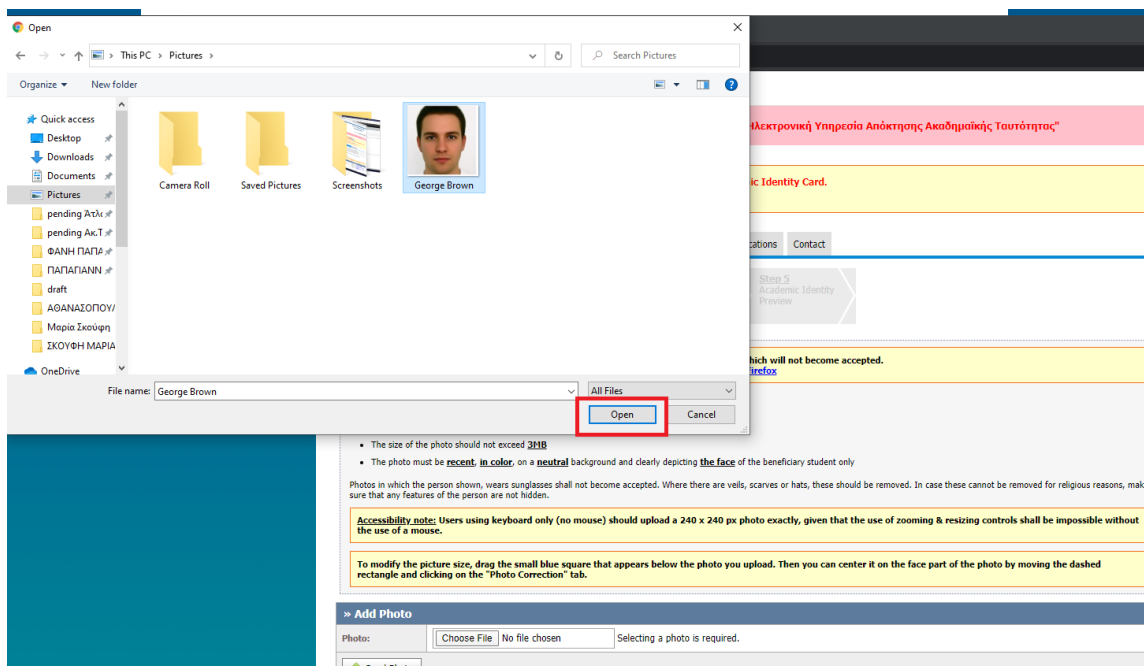


Image 2.7 Choosing a photo

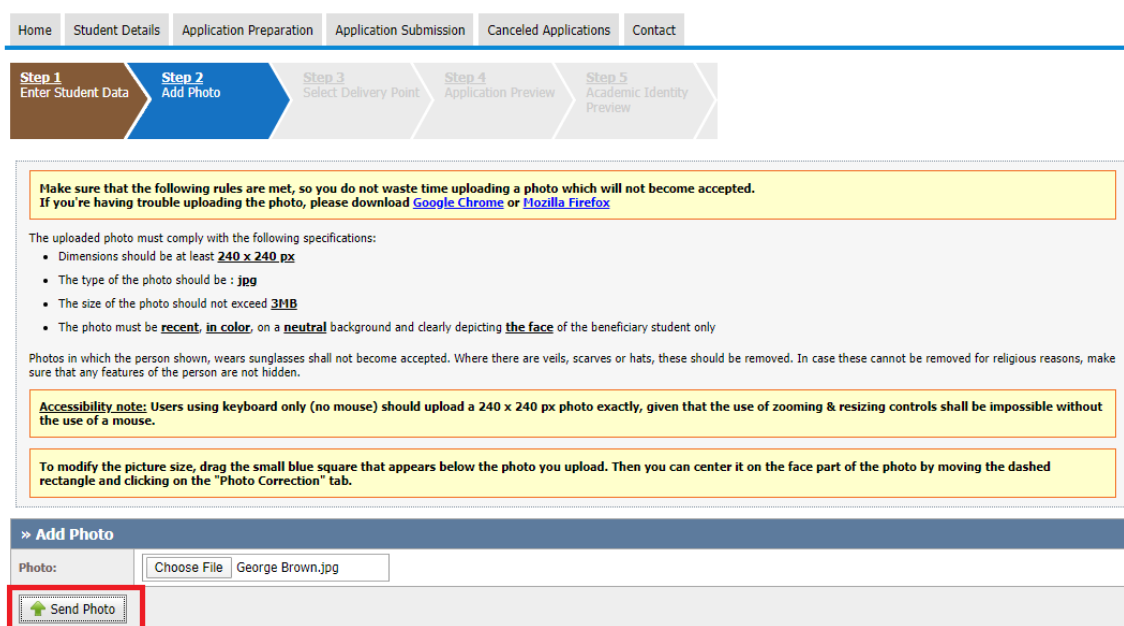
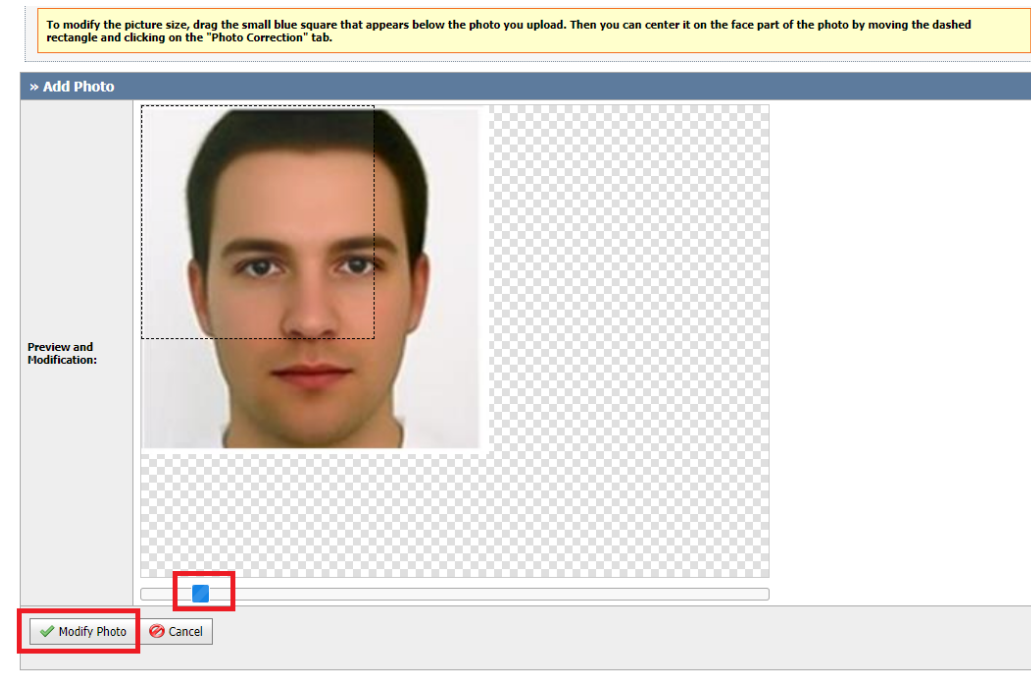


Image 2.8 Uploading a photo

Upon uploading the picture, it is possible to review and/or modify it. To modify the picture size, the student may drag the small blue square that appears below the photo. Then by moving the dashed rectangle and clicking on the **"Photo Correction"** tab, it can be centered on the face part of the photo. To proceed, **"Save and continue"** must be chosen.



**Image 2.9 Photo modification**



**Image 2.10 Saving a photo**



## 2.3. Distribution points

In the next tab, the student may choose the distribution point of the Academic Identity Card. To browse the distribution point, the student must select the prefecture and the municipality of his/her preference and press **"Search"** to see all the available distribution points at the chosen municipality. The student can also see the service speed of some distribution points, which have a yellow indication for fast service and a green indication for very fast service.

Home Student Details Application Preparation Application Submission Canceled Applications Contact

**Step 1** Enter Student Data **Step 2** Add Photo **Step 3** Select Distribution Point Step 4 Application Preview Step 5 Academic Identity Preview

Please select the Prefecture and the Municipality of your preference, in order to see all the available Distribution Points. From the selected Distribution Point, you shall pick up your Academic Identity Card, as soon as it becomes available.

**Note:** For the Municipalities of Keratsini-Drapetsona, Korydallos, Nikaia-Rent, Piraeus and Perama, please select the PIRAEUS PREFECTURE

**Stores with faster service**

**Athina (5)**

- Student Mega CU Store Ermou (Evangelistrias 22)
- Student CU Store at P.A.D.A (Irakleitou 76, Aigaleo)
- Student CU Store at Peristeri (Ethnikis antistaseos 25)
- Student CU Store at EKPA (Parking across School of Natural Sciences, Secretariat stop)
- Student CU Store at Peirala (Iroon Polytechniou 82)

**Thessaloniki (2)**

- Student Mega CU Store at Centre – Kamara thes/kis (Dimitriou Gounari 52)
- Student CU Store at Agiou Dimitriou (Agiou Dimitriou 116)

**Ioannina (2)**

- Student CU Store at Panepestimio Ioanninon
- Student CU Store at Ioannina Centre (Charilaou Trikoupi 19)

**Patra (1)**

- Student CU Store at Patras Centre (Maizonos 90)

**Kriti (2)**

- Student CU Store at Rethymno (Panepistimioupoli Gallou)
- Student CU Store at Irakleio - EL.ME.PA (former TEI Irakleiou, Estavromenos)

**Search Filters**

Prefecture: -- select prefecture -- Municipality: -- select municipality --

**Search**

Service Speed	Title	Address details	Person Details	Opening Hours	Map
---------------	-------	-----------------	----------------	---------------	-----

**Image 2.11 Choosing Prefecture and Municipality**

Upon choosing the distribution point of his/her preference from the list, the student shall press **"Select"**. From the selected distribution point, the student shall pick up the Academic Identity Card once it becomes available.

Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Distribution Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

Please select the Prefecture and the Municipality of your preference, in order to see all the available Distribution Points. From the selected Distribution Point, you shall pick up your Academic Identity Card, as soon as it becomes available.

**Note:** For the Municipalities of Keratsini-Drapetsona, Korydallos, Nikia-Renti, Piraeus and Perama, please select the PIRAEUS PREFECTURE

**Stores with faster service**

**Athina (5)**

- Student Mega CU Store Ermou (Evangelistrias 22)
- Student CU Store at PA.D.A (Irakleitou 76, Aigaleo)
- Student CU Store at Peristeri (Ethnikis antistaseos 25)
- Student CU Store at EKPA (Parking across School of Natural Sciences, Secretariat stop)
- Student CU Store at Peirala (Iroon Polytechniou 82)

**Thessaloniki (2)**

- Student Mega CU Store at Centre – Kamara thes/kis (Dimitriou Gounari 52)
- Student CU Store at Agiou Dimitriou (Agiou Dimitriou 116)

**Ioannina (2)**

- Student CU Store at Panepistimio Ioanninon
- Student CU Store at Ioannina Centre (Charilaou Trikoupi 19)

**Patra (1)**

- Student CU Store at Patras Centre (Maizonos 90)

**Kriti (2)**

- Student CU Store at Rethymno (Panepistimiopoli Gallou)
- Student CU Store at Irakleio - EL.ME.PA (former TEI Irakleiou, Estavromenos)

Search Filters
Prefecture:
ATTIKIS
Municipality:
-- select municipality --
Search

	Service Speed	Title	Address details	Person Details	Opening Hours	Map
		SKOUTARIS A YPIRESIES TILEPIKOINONION EE (MEGA CU STORE STIN ERMOU)	EVANGELISTRIAS 22 10560 ATHINAION ATTIKIS	NOUTSOS PETROS 6940015075 petros.noutsos@vodafone.com	MONDAY-FRIDAY 10:00-18:00	
		REDCONVE MONOPROSOPI IKE	4, NIKIFORIDOU & CHREMONIDOU STR. 16231 ATHINAION ATTIKIS	PAPAGEORGIOU KYRIAKOS 6940015075 petros.noutsos@vodafone.com	MONDAY, WEDNESDAY, SATURDAY: 09:00-15:30 / TUESDAY, THURSDAY, FRIDAY: 09:00-14:00 & 17:00-21:00	
		KARANTANAS DIMITRIOS (CU STORE STO PA.D.A.)	IRAKLEITOU 76 11254 AIGALEO ATTIKIS	KARAGIANNI VASO 6940570584 vaso.karagianni@vodafone.com	MONDAY-FRIDAY 10:00-18:00	
		MYLONOPOULOU THALEIA & SIA O.E.	25, ETHNIKIS ANTISTASEOS STR. 12134 PERISTERIOU ATTIKIS	MILONOPOULOU THALEIA 6940570584 vaso.karagianni@vodafone.com	MONDAY, WEDNESDAY, SATURDAY: 09:00-15:00 / TUESDAY, THURSDAY, FRIDAY: 09:00-14:30 17:30-21:00 /	
		VODAFONE - PANAFON HELLENIC TELECOMMUNICATIONS COMPANY S.A.	35, AN. PAPANDREOU STR. 15122 AMAROUSIOU ATTIKIS	GIAVASI EFI 2166000400 vw374mgr@vodafone.com	MONDAY-FRIDAY: 10:00-21:00 / SATURDAY 09:00-20:00	
		A. SKOUTARIS YPIRESIES TILEFONIAS E.E.	31, SIVITANIDOU STR. 17676 KALLITHEAS ATTIKIS	SKOUTARIS AGGELOS 2109575257 VF199@vfshop.gr	MONDAY, WEDNESDAY, SATURDAY: 09:00-16:00 / TUESDAY, THURSDAY, FRIDAY 09:00-14:00 17:00- 21:00	

**Image 2.12 Choosing a distribution point**

At this point, the distribution point details as well as the distribution point’s position on the map are shown onscreen. The student may proceed to the next step, after choosing **“Save and Continue”**.



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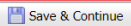
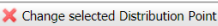


Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Distribution Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

» Distribution Point Details

Address:	EVANGELISTRIAS 22
Zip Code:	10560
Municipality:	ATHINAION
Prefecture:	ATTIKIS
Contact Name:	NOUTSOS PETROS
Contact Phone:	6940015075
E-mail:	petros.noutsos@vodafone.com
Opening Hours:	MONDAY-FRIDAY 10:00-18:00
Map:	<a href="#">Show on map</a>

 Save & Continue
 Change selected Distribution Point

**Image 2.13 Distribution Point Details.**


The student at this point has filled in all the necessary fields, and the application preview is shown onscreen.

After confirming that all data are shown correctly, the student should press “**Save and Continue**”.

## 2.4. Application Preview – Academic Identity Preview

In the Application Preview and Academic Identity Preview tabs, the student can now preview his/her application and both sides of the Academic Identity Card. After saving the application, the student is prompted to proceed at the Application Submission tab. Non-submitted applications are not sent to the Secretaries of the Departments to be approved, and therefore are not issued.

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Delivery Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

» Submission Details		» Academic Details	
Submission Code:	-	Institution:	NATIONAL TECHNICAL UNIVERSITY OF ATHENS
Submission Date:	NOT FINALLY SUBMITTED YET	School:	ELECTRICAL AND COMPUTER ENGINEERING
Special Fare Card:	VALID UNTIL: 08/2020	Department:	ELECTRICAL AND COMPUTER ENGINEERING
» Beneficiary Details		» Additional Student Details	
Holder of another degree:	NO	Academic Status:	UNDERGRADUATE
Name (Latin):	GEORGE	Student Number:	am856
Surname (Latin):	BROWN	Social Security Number (AMKA):	I DON'T HAVE A SOCIAL SECURITY NUMBER (AMKA)
		First registration date (induction):	04/2019
		Current Semester:	1o
		Erasmus Student:	NAI
» Residence Address Details		» Delivery Point Details	
Address:	ETHNIKIS ANTISTASIS 12	Address:	10, D. A. Metaxa Str.
Zip Code:	12121	Zip Code:	16675
City:	AGIAS PARASKEVIS	City:	GLYFADAS
Prefecture:	ATTIKIS	Prefecture:	ATTIKIS
		Contact Name:	Mpinou Vivi
		Contact Phone:	2108980169
		E-mail:	vw301mgr@vodafone.com
		Opening Hours:	MONDAY, WEDNESDAY: 09:00-16:00 / TUESDAY, THURSDAY, FRIDAY 09:00-21:00 / SATURDAY 09:00-15:00
		Map:	<a href="#">Show on map</a>
» Photo Details			
Photo:			

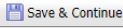


Image 2.14 Application Preview



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Delivery Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

**Attention:** The photo on your Academic Identity Card shall look exactly like the preview shown below.  
If the picture you uploaded is not an acceptable photo of a person, please return to Step 2 to upload another or to better edit the current one.

ΕΘΝΙΚΟ ΜΕΤΣΟΒΙΟ  
ΠΟΛΥΤΕΧΝΕΙΟ  
NATIONAL TECHNICAL  
UNIVERSITY OF ATHENS

**ΑΚΑΔΗΜΑΪΚΗ ΤΑΥΤΟΤΗΤΑ / ACADEMIC ID**  
ERASMUS ΔΕΛΤΙΟ ΕΙΣΙΤΗΡΙΟΥ  
Ισχύει έως: 08/2020

**GEORGE BROWN**  
**ΠΡΟΠΤΥΧΙΑΚΟΣ ΦΟΙΤΗΤΗΣ / UNDERGRADUATE STUDENT**  
**ΗΛΕΚΤΡΟΛΟΓΩΝ ΜΗΧΑΝΙΚΩΝ ΚΑΙ ΜΗΧΑΝΙΚΩΝ ΥΠΟΛΟΓΙΣΤΩΝ**

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας,  
Έρευνας και Θρησκευμάτων  

Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Ταμείο  
Περιφερειακής Ανάπτυξης  
Ε.Π. "Ψηφιακή Σύγκληση"  
www.digitalplan.gov.gr

123456789

ΕΔΡΑ ΣΧΟΛΗΣ: Δ. ΖΩΓΡΑΦΟΥ / Π. ΑΤΤΙΚΗΣ  
Α.Μ.: am856  
ΤΟΠΟΣ ΚΑΤΟΙΚΙΑΣ:  
Δ. ΑΓΙΑΣ ΠΑΡΑΣΚΕΥΗΣ  
Π. ΑΤΤΙΚΗΣ  
ΗΜ/ΝΙΑ ΕΓΓΡΑΦΗΣ: 04/2019  
LASER 0123456  

214244366784

Η παρούσα ακαδημαϊκή ταυτότητα ανήκει στο ίδρυμα/φορέο που αναγράφεται στην άλλη όψη της. Όποιος την βρει παρακαλείται να την επιστρέψει εκεί.

Save Application

**Image 2.15 Academic Identity Preview**

- Your Application is complete, but not yet finally submitted.  
To finally submit your application you need to navigate to the [Application Submission](#) tab.  
Your application will be forwarded to the Secretariat of your Department for evaluation only after its [Final Submission](#)

Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

To finalize your application, you need to navigate to the [Application Submission](#) tab.

Your application will receive a unique submission reference code.

Once the approval by the Secretariat of your School is completed, you shall be notified by pertinent e-mail and SMS when your Academic Identity Card is available for pick-up at the selected delivery point.

**Image 2.16 Prompted to finalize the application**



## 2.5. Application Submission

For final submission, the student must click on the **"Final Submission of Application"** button after checking the appropriate box that says "Being fully aware of the legal consequences of a false statement, I hereby declare that all the data in my application is true and accurate". The **"Edit application"** button allows the student to perform corrections in case any errors are found. A notification that after final submission the student shall not be able to further process the application is shown onscreen. The student should press **"OK"** to proceed.

- Your Application is complete, but not yet finally submitted.  
To finally submit your application you need to navigate to the [Application Submission](#) tab.  
Your application will be forwarded to the Secretariat of your Department for evaluation only after its [Final Submission](#)

HomeStudent DetailsApplication PreparationApplication SubmissionCanceled ApplicationsContact

Below you can see a preview of your application. For final submission, click on the "Final Submission of Application" button  
After final submission, you shall not be able to further process the application. Make sure that all the details you have entered are true and accurate.  
If you find any errors prior to the Final Submission, you may correct them by clicking on the "Edit Application" tab

☒ Being fully aware of the legal consequences of a false statement, I hereby declare that all the data in my application is true and accurate.

☒ Finally Submit Application


Edit Application

Application PreviewAcademic Identity Card Preview



» Submission Details	» Academic Details
Submission Code: -	Institution: NATIONAL TECHNICAL UNIVERSITY OF ATHENS
Submission Date: NOT FINALLY SUBMITTED YET	School: ELECTRICAL AND COMPUTER ENGINEERING
Special Fare Card: VALID UNTIL: 08/2020	Department: ELECTRICAL AND COMPUTER ENGINEERING
	Address: IROON POLYTECHNEIOY 9
	Zip Code: 15773
	Prefecture: ATTIKIS
	City: ZOGRAFU
» Beneficiary Details	» Additional Student Details
Holder of another degree: NO	Academic Status: UNDERGRADUATE
Name (Latin): GEORGE	Student Number: am856
Surname (Latin): BROWN	
» Residence Address Details	
Address: ΕΘΝΙΚΗΣ ΑΝΤΙΣΤΑΣΗΣ 12	

Image 2.17 Data validation

After final submission of the application, the student is notified that the application has been submitted successfully and can see the unique Submission Code. An e-mail containing the details of the application is also received.



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



- Your application has been successfully submitted and is ready for review by your Department's Secretariat. If the review takes longer than expected, please contact the Secretariat to find out the reason of such delay.

[Home](#)
[Student Details](#)
[Application Preparation](#)
[Application Submission](#)
[Canceled Applications](#)
[Contact](#)

#### 📌 Your application was submitted successfully

Your application has been successfully submitted and registered under reference code number **2142-4436-6784**

An e-mail and an SMS will be sent to you as soon as the Academic Identity Card is available for pick-up at the selected delivery point.

Moreover, should you wish, you may receive notifications regarding [the live streaming of various scientific and cultural events](#) performed by the National Infrastructures for Research and Technology (GRNET) by clicking on the respective hyperlink.

Below you can see the details of your submitted application.

Application Preview
Academic Identity Card Preview

» Submission Details		» Academic Details	
Submission Code:	2142-4436-6784	Institution:	NATIONAL TECHNICAL UNIVERSITY OF ATHENS
Submission Date:	28/02/2020 15:41	School:	ELECTRICAL AND COMPUTER ENGINEERING
Special Fare Card:	VALID UNTIL: 08/2020	Department:	ELECTRICAL AND COMPUTER ENGINEERING
		Address:	IROON POLYTECHNEIOY 9
» Beneficiary Details		Zip Code:	15773
Holder of another degree:	NO	Prefecture:	ATTIKIS
Name (Latin):	GEORGE	City:	ZOGRAFOU
Surname (Latin):	BROWN		
» Residence Address Details		» Additional Student Details	
Address:	ΕΘΝΙΚΙΣ ΑΝΤΙΣΤΑΣΙΣ 12	Academic Status:	UNDERGRADUATE
Zip Code:	12121	Student Number:	am856
City:	AGIAS PARASKEVIS	Social Security Number (AMKA):	I DON'T HAVE A SOCIAL SECURITY NUMBER (AMKA)

**Image 2.18 Successfully submitted application**

By choosing "Logout", the student can now disconnect from the application.



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



ΠΡΟΣΟΧΗ: Βρίσκεστε στην πιλοτική εφαρμογή της δράσης "Ηλεκτρονική Υπηρεσία Απόκτησης Ακαδημαϊκής Ταυτότητας"

- Your application has been successfully submitted and is ready for review by your Department's Secretariat. If the review takes longer than expected, please contact the Secretariat to find out the reason of such delay.

Home Student Details Application Preparation Application Submission Canceled Applications Contact

🔔 Your application was submitted successfully

Your application has been successfully submitted and registered under reference code number **2142-4436-6784**

An e-mail and an SMS will be sent to you as soon as the Academic Identity Card is available for pick-up at the selected delivery point.

Moreover, should you wish, you may receive notifications regarding [the live streaming of various scientific and cultural events](#) performed by the National Infrastructures for Research and Technology (GRNET) by clicking on the respective hyperlink.

## Image 2.19 Logout

The student is now awaiting the approval of the application by the Secretary of the associated Department. Upon approval, the student will receive e-mail and SMS notification that the Academic Identity Card is ready to be delivered at the chosen distribution point. This e-mail and SMS also contains the delivery PIN. In order to pick up the Academic Identity, the student is required to be present at the distribution point in person, showing proper identification (identity/passport) and the delivery PIN number. In case the student cannot be present in person at the distribution point, a third party may pick up the Academic Identity card showing legal authorization.

### 3. Application Modification

In case the associated Secretary has found errors during the evaluation of the application, the application is sent back to the student for modifications. The student is notified via mail. The student should thereby log in the Academic Identity account and correct the data in need of modification.

In the application example of the previous unit, the Secretary has found errors in the user's photo and asked for its replacement. To begin the correction of the application, the student should proceed at the "**Application preparation**" tab.

- You have not yet completed all the needed data for the acquisition of the Academic Identity Card. You still need to provide your academic info at the **Application Preparation** tab

HomeStudent DetailsApplication PreparationApplication SubmissionCanceled ApplicationsContact

» View Evaluation

Missing Info:	Non acceptable photo
Comments:	Photo is not clear

You need to **correct** the needed data and [proceed again to finally submit](#) your application.

In case you do not agree with the results of your application's evaluation or if you have any questions, you may contact the Secretariat of your Department.

**Image 3.1 Corrections required by the Secretary**

Since in this example the Secretary has not found any errors in "**Enter Student Data**" tab the student shall press "**Save and Continue**".

In the second tab, the student shall press "**Delete Picture**" and therefore replace the photo using the aforementioned steps. The student shall press "**Save and Continue**" after the modifications are performed.




» Academic Details	
Institution:	NATIONAL TECHNICAL UNIVERSITY OF ATHENS
School:	ELECTRICAL AND COMPUTER ENGINEERING
Department:	ELECTRICAL AND COMPUTER ENGINEERING
Address:	IROON POLYTECHNEIOY 9
Zip Code:	15773
City:	ATTIKIS
Prefecture:	ZOGRAFOU

» Additional Student Details	
Academic Status:	UNDERGRADUATE
Student Number:	am856
Social Security Number (AMKA):	I DON'T HAVE A SOCIAL SECURITY NUMBER (AMKA)
First registration month (induction):	April
First registration year (induction):	2019
Enter your current semester based on the semester of your induction (i.e. 1 for the 1st semester, 2 for the 2nd semester,..., 13 for the 13th semester e.t.c.)	
Current Semester:	1
Erasmus Student:	<input checked="" type="checkbox"/> (To be selected ONLY by foreign students)

 Save & Continue

**Image 3.2 Fields not in need of correction**



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Delivery Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

**Make sure that the following rules are met, so you do not waste time uploading a photo which will not become accepted. If you're having trouble uploading the photo, please download [Google Chrome](#) or [Mozilla Firefox](#)**

The uploaded photo must comply with the following specifications:


- Dimensions should be at least **240 x 240 px**
- The type of the photo should be : **jpg**
- The size of the photo should not exceed **3MB**
- The photo must be **recent**, **in color**, on a **neutral** background and clearly depicting **the face** of the beneficiary student only

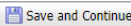

Photos in which the person shown, wears sunglasses shall not become accepted. Where there are veils, scarves or hats, these should be removed. In case these cannot be removed for religious reasons, make sure that any features of the person are not hidden.

**Accessibility note:** Users using keyboard only (no mouse) should upload a 240 x 240 px photo exactly, given that the use of zooming & resizing controls shall be impossible without the use of a mouse.

To modify the picture size, drag the small blue square that appears below the photo you upload. Then you can center it on the face part of the photo by moving the dashed rectangle and clicking on the "Photo Correction" tab.

» Add Photo

Complete:


**Image 3.3 Photo deletion**

» Add Photo

Complete:





**Image 3.4 Saving a new photo**

At this point, the student should check again the distribution point and if nothing else needs to be modified, the student may proceed to final submission of the application.



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Υπουργείο Παιδείας  
και Θρησκευμάτων



Home
Student Details
Application Preparation
Application Submission
Canceled Applications
Contact

Step 1  
Enter Student Data
Step 2  
Add Photo
Step 3  
Select Delivery Point
Step 4  
Application Preview
Step 5  
Academic Identity Preview

» Delivery Point Details

Address:	10, D. A. Metaxa Str.
Zip Code:	16675
City:	GLYFADAS
Prefecture:	ATTIKIS
Contact Name:	Mpinou Vivi
Contact Phone:	2108980169
E-mail:	vw301mgr@vodafone.com
Opening Hours:	MONDAY,WEDNESDAY: 09:00-16:00 / TUESDAY, THURSDAY, FRIDAY 09:00-21:00 / SATURDAY 09:00-15:00
Map:	<a href="#">Show on map</a>

Save & Continue

Change selected Delivery Point

**Image 3.5 Distribution point**

The modified application must be re-submitted, following the exact aforementioned steps.

## 4. Contact

For further assistance, students may contact the Users Helpdesk, by creating a new helpdesk ticket at the “**Contact**” tab or by calling at 215 215 7855 (Monday through Friday, from 09:00 to 17:00 GMT+2)

Home	Student Details	Application Preparation	Application Submission	Canceled Applications	Contact
------	-----------------	-------------------------	------------------------	-----------------------	---------

You may contact the Users Helpdesk by calling at 215 215 7855 (Monday through Friday, from 09:00 to 17:00)

Create a new Help Desk ticket

Delete Account

Created At	Incident Type	Report Text	Last Help Desk Reply	Contact History
Δεν βρέθηκαν αποτελέσματα				

**Image 4.1 Contact**