



University of the Peloponnese

School of Social and Political Sciences

Department of Political Science and International Relations

Obtaining Academic Identity Card

The process of obtaining an academic identity card for undergraduate students is online and includes the following steps:

- Logging into the system
- Creating an Application
- Submission of the Application
- Receiving an Academic Identity Card

Registration in the system:

1. Open your internet Browser (Firefox, Internet Explorer, Safari etc).
2. Visit the website of the Electronic Service for obtaining a Special Ticket (academicid.minedu.gov.gr).
3. Select the "Register" icon.
4. Select the "Undergraduate Student" button to log into the system.
5. Select the university where you are registered as an undergraduate student (University of the Peloponnese) and click on the "Confirm" button.
6. Fill in the fields "User Name" and "Password".
7. At this point, if you hold another first degree, you must tick the empty box in the "Holder of a degree of the same or higher level".
8. After reading the Terms and Conditions of Participation in the Electronic Service for Obtaining an Academic Identity, click "Continue Registration".
9. Check in the form that will appear if your details are correct and click "Continue". If not, click "Cancel" and contact the Help Desk.

Creating an application:

1. Fill in your VALID contact details (E-mail, mobile phone) and press the "Save" button.
The system will send you an email to confirm the email address you entered.
2. When you receive the confirmation email, follow the instructions to confirm your identity in the system.
3. In the system, select the "Prepare Application" tab.
4. Fill in your details (Name, Permanent Residence Address, Date of registration in the department) and click "Save & Continue".
5. Press the "Select file" button and select from your computer a recent, colour, at least 240 x 240 pixels, .jpg, of less than 2 MBytes photo, which clearly shows only your face.
6. Press the "Send Photo" button.
7. Fix the photo using the blue dot in the horizontal bar (to resize it) and the dotted rectangle (to crop it).
8. Press the "Correct Photo" button.
9. Press the "Save & Continue" button to continue to the next step.
10. Fill in the regional unit and the municipality that suits you as a collection point and click the "Search" button.
11. Select the collection point that suits you by pressing the "Select" button and if the collection point details are as desired press the "Save & Continue" button.
12. At this point you can optionally indicate if you suffer from allergies to certain categories of food or medicines and other common allergens by ticking the appropriate boxes. Then click on the "Save & Continue" button.
13. At this point you can, again optionally, indicate whether you are or are interested in becoming an organ donor and whether you wish this information to be included in your Academic Identity Card or to be communicated to the National Transplantation Organisation by ticking the corresponding boxes. Then, click the "Save & Continue" button.
14. At this point you are able to preview both the application and the special ticket form. Click the "Save Application" button if the application details are correct and you are satisfied with the preview of the ticket.

Submit an Application:

1. In order to submit the application go to the "Final Application Submission" tab.
2. Check the box to confirm the correctness and accuracy of the application.
3. Click the "Final Application Submission" button.
4. Press the "OK" button.

Receipt of the Special Ticket:

You can now see your application code and you have been sent an email with all the details. You can log out by clicking on the "Logout" button.

Then, wait for the approval of the application by the Secretariat.

Receipt of the Special Ticket:

After approval, you will be notified by e-mail and sms of the exact date when the Academic ID will be ready for delivery at the distribution point you have chosen.

It can be picked up by mentioning the unique code of your application by yourself by showing your identity card or by a third person by showing the relevant legal authorization.

If an error is detected in your application during its evaluation by the Secretariat, you will receive an e-mail stating that errors have been detected in your application.

Correction of the application at the request of the Secretariat:

1. Log-in to the service
2. In the "Main Page" there will be an update on the errors in the application, click on the "correct" button under the comments.
3. Correct the fields for which a correction was requested as specified in the comments in Step 1 and click "Save & Continue" (If no correction was requested for these fields simply click the "Save & Continue" button).
4. After correcting the errors click on the "Final Application Submission" tab and follow the steps to submit an application.

The online procedure for postgraduate students and doctoral students is as follows:

Registration in the system:

1. Open your browser (Firefox, Internet Explorer, Safari, etc.).
2. Visit the website of the Electronic Service for obtaining a special ticket (academicid.minedu.gov.gr).
3. Select the "Register" icon.
4. Select the " Postgraduate Student" or "Doctoral Student" button in the "Registration" box to register in the system.

If you have already created an account in the information system during the previous academic year for the acquisition of a Special Ticket, you will not have to register again, but you will have to select the button "Postgraduate Student" or "Doctoral Student" in the "Login" box, you will fill in your username and password.

5. At this point, if you hold another second or third degree, you must tick the empty box under "Hold a degree of the same or higher level. Once you have read the Terms and Conditions of Participation in the Electronic Service for the Acquisition of Academic Identity, click on "Continue Registration".
6. Fill in the VALID user account details and VALID student details.
7. Click the "Create Account" button.
8. Click the "here" button on the "Home Page".
9. Enter the 8-digit code you received via SMS and press the "Mobile Authentication" button.
10. Press the "Create new application" button.

More information about the process of obtaining an academic identity card.

You can also consult the Ministry's online manual "Student Application User Manual"

https://academicid.minedu.gov.gr/xrisima-egxeiridio_xrisis.html and the

information in the form of frequently asked questions <https://academicid.minedu.gov.gr/xrisima-faq.html>.

Finally, for your convenience in the event of any problems or difficulties you may encounter, you can submit your query online <https://academicid.minedu.gov.gr/contact>

or by telephone at 215-2157855, during the opening hours of the User Assistance Office (Monday-Friday, 09:00-17:00).