

UEA Employees: Application form to apply for a UEA Campus Card / IT Access

As a staff member at the University of East Anglia you will be required to carry a UEA Campus Card. The Campus Card has the following functions:

- Proof of your status as an employee at UEA
- UEA Library card
- Access card for specialist facilities where appropriate
- Access card to the UEA 24-hour IT facility in the Library
- Access to the Main Car Park

To enable us to prepare your card in time for your start date it is essential that you follow these instructions carefully:

INSTRUCTIONS:

1. Enter your details in the 'Personal Information' section at the bottom of this form.
2. Attach **one** passport-sized photograph of yourself (please do not staple) and write your **name & date of birth** on the reverse. This image will be reproduced on your Campus Card.
3. Return this form and your photograph to the Library (please do not return to HR) in an envelope marked 'Campus Cards, The Library, University of East Anglia, Norwich, NR4 7TJ.'
4. We will be able to process your application once your staff record is live in the Human Resources system. However, this record can only be created once HR have received your signed acceptance slip.

IMPORTANT: Your campus card and IT account details should normally be available for you to collect from the IT Helpdesk in the Library on your first day of work. We recommend that you phone 01603 592419 to confirm your card is available prior to collection because it can take up to 2 WORKING DAYS to process your application. Please also note that campus cards are not available or operative until the first day of your appointment.

NOTE: Campus cards remain the property of UEA Library and must be returned to the IT Helpdesk when expired or on request. A £10 charge applies to replace lost cards. **You will need to show some photographic ID when you collect your card and / or IT account details from the IT Helpdesk.**

*Mandatory field information

PERSONAL INFORMATION			
*Faculty (e.g. SCI)		*School (e.g. BIO)	
*D.O.B:		*Date:	
*Your Full Name (Please print):			
*Your Signature:			

OFFICE USE ONLY	
Date Received:	
Date Created:	
Created by:	
Updated by:	
Registration No:	

