

UEA Students: Application form to apply for a UEA Campus Card

To be completed if a digital photograph cannot be uploaded

As a student 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 registration as a student at UEA
- UEA Library card.
- Membership card for Union of UEA Students and associated benefits (e.g. discounts, voting rights)
- Sportspark membership card (should you elect to join)
- Access card for specialist facilities where appropriate
- Access card to the UEA 24-hour IT facility in the Library

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

INSTRUCTIONS

1. Enter your **UEA Registration Number** (this is your student number) and **UEA School of Study** in the 'Personal Information' section at the bottom of this form.
2. Enter your **Full Name** and usual signature.
3. Attach **one** passport-sized photograph of yourself (please do not staple) and write your UEA **registration number** on the reverse. This image will be reproduced on your Campus Card.
4. Return this form and your photograph to the Library in an envelope marked 'Campus Cards, The Library, University of East Anglia, Norwich, NR4 7TJ.'

NOTE: It can take up to 2 WORKING DAYS to process your application.
 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 if collecting your card from the IT Helpdesk.

*Mandatory field information

PERSONAL INFORMATION					
*Faculty (e.g. SCI)				*School (e.g. BIO)	
UG		PGT		PGR	
*Your Full Name (Please print):					
*Your Signature:					

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

