

# Special Affiliate University Services Request

## Special Affiliate / Cardholder Information

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_  
(mm/dd/yyyy)

Termination Date: \_\_\_\_\_  
(mm/dd/yyyy)

Status: (please check one)

- Visiting Scholar or Visiting Faculty (not in HR System)
- Staff (not in HR System)
- Volunteer (not in HR System)
- Visiting Student, no credit hours
- Other, please describe: \_\_\_\_\_

Affiliate Number:

## University Services to be Extended (check Yes or No for each)

- Y    N   **USF Connect Account**  
- A USF Connect account will be activated by the Human Resources Office.
- Y    N   **USF ID Card**  
- Check below for services to be extended to the cardholder, which will be accessed by using his/her USF ID Card.
  - Y    N   **Gleeson Library Access Privileges**
  - Y    N   **Koret Health and Recreation Center Access Privileges**  
- Cost is \$35/month or \$145/semester for unlimited access. Please contact Jonathan Tao at Koret x6821 for more information.
- Y    N   **Gleeson Library Book Borrowing Privileges**  
- The cardholder must see Matthew Collins or Shawn Calhoun at the Gleeson Library, Circulation Desk to activate service. If borrowing privileges are granted, the sponsoring office accepts responsibility for any library charges for overdue, loss or damage which are not resolved by the individual by the end of their assignment.
- Y    N   **USF - ITS LAN Account**  
- The cardholder will need to see the ITS Help Desk, LMN 2<sup>nd</sup> Floor, to activate this service.

## Sponsoring Office Directions & Authorization (required)

Staff from your office should accompany the Special Affiliate in presenting this complete form and valid photo ID to the Human Resources Office, located in LM 339. A USF ID Card and authorized services will be extended after this request had been approved by Human Resources. Original to be given to Human Resources. Each office and the Special Affiliate should make a copy for verification and records purposes, as well as bringing a copy to the One Card Office.

The sponsoring office is responsible for requesting and authorizing any and all USF services extended to the Special Affiliate. This includes, but is not limited to the services selected above, and any expenses related to the provisioning or misuse of those services.

HR Approval

Sponsoring Office: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_