

# University of San Francisco Special Affiliate ID Card Authorization Form

## Step 1) Affiliate Information -- To be completed by the sponsoring office/department

Affiliate Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Department: \_\_\_\_\_

Status: (please check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Visiting Scholar (not on HR payroll) | <input type="checkbox"/> ROTC Faculty                  |
| <input type="checkbox"/> Visiting Faculty (not on HR payroll) | <input type="checkbox"/> Temp Agency Hire              |
| <input type="checkbox"/> Volunteer (not on HR payroll)        | <input type="checkbox"/> Other, please describe: _____ |

Sponsoring Office/Department: \_\_\_\_\_

Department Location: \_\_\_\_\_

Supervisor Name (please print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Ext: \_\_\_\_\_

## Step 2) Affiliate submits form to the Department of Human Resources for approval (LMM 339)

A USF ID Card and other authorized services will only be extended after this request had been approved by Human Resources. The sponsoring office and the Special Affiliate should make a copy for verification and records purposes.

### HR Approval:

Approved by (please print): \_\_\_\_\_

Approved by (please sign): \_\_\_\_\_

CWID #: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 3) Affiliate submits HR approved form to the One Card Office (LMM 130)

The affiliate must present photo ID upon receiving their ID card.

## Optional - Additional University Services to be extended

The sponsoring office/department may elect to authorize additional services once the affiliate receives an ID card from the One Card Office. The sponsoring office should contact the appropriate office to arrange these services.

- USF Connect Account/USF Email account
  - Contact the ITS department (located in LMN 2nd floor) at x6668 or [itshelp@usfca.edu](mailto:itshelp@usfca.edu)
- Koret Health and Recreation Center Access Privileges
  - Cost is \$35/month or \$145/semester for unlimited access, and may be paid by the office/department or the Special Affiliate. Please contact Jon Tao at Koret x6821 for more information.
- Gleeson Library Access and/or Book Borrowing Privileges (check one of the boxes below)
  - Gleeson Library Access (no book borrowing privileges)
  - Gleeson Library Access and Book Borrowing Privileges

\* By signing this document in Step 1, the Supervisor acknowledges that if borrowing privileges are granted, the sponsoring office accepts responsibility of any library charges for overdue, loss or damage which are not resolved by the individual by the end of their assignment.

### ► Card Access to University Buildings

- Once the ID card has been issued, card access to buildings may be requested by filling out the webform at [www.usfca.edu/onecard](http://www.usfca.edu/onecard).

### ► Add money to the Affiliate's ID Card

- Once the ID card has been issued, the sponsoring office or the affiliate may elect to add money to the ID card. If the sponsoring office wishes to add money, email a budget transfer request to [onecard@usfca.edu](mailto:onecard@usfca.edu). Include the affiliate name and department FOPAL number.