



Affiliates & Conferred Academic Title Holders Card Application

Please print CLEARLY

Legal Last Name _____ Legal First Name _____

Second Name(s) _____ Title _____

Date of Birth _____ Phone _____

Departmental Address _____

Postal Address _____
Where you would like your card posted

Email Address _____

From the list below, please **tick the box** to confirm your category of appointment. Include the expiry date of your honorary appointment (*maximum period one year; renewable*). Please note: This form is for non-HR departmental appointments only.

- | | | |
|---|------------------------|--------------------|
| <input type="checkbox"/> Emeritus Professor | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Academic Titles (Senior Executive positions) | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Adjunct Titles | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Clinical Academic Titles | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Conjoint Academic Titles | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Honorary Titles | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Visiting Scholars (library card only) | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Research Titles | Appointment expires on | ____ / ____ / ____ |
| <input type="checkbox"/> Administrative/Support staff | Appointment expires on | ____ / ____ / ____ |

Signature _____ Date _____

Please provide the following documentation to ensure your card application will be processed.

- Passport-style photo (please attach). NOTE: Not required if applying in person.**
 - Refer to [Photographic guidelines](http://sydney.edu.au/campus-cards/applications/#photographic_guidelines) on the Campus Cards website http://sydney.edu.au/campus-cards/applications/#photographic_guidelines
 - Clearly print your full name and sign on the back of the photo
- Proof of identity**

The following documents are acceptable as proof of your identity:

 - A valid passport
 - A current driver's licence
 - A NSW photo card

To be completed by Dean, Head of School or Department who must be a University of Sydney staff member

I certify that the details of appointment in this application are correct.

Signature _____ Name _____
 Position _____
 Phone _____ Date _____

Affiliates & Conferred Academic Title Holders Card Application

Your card will provide

- identification on University campuses
- access, if required, to secure areas
- borrowing privileges including document delivery and access to the University of Sydney Library's electronic resources
see <http://sydney.edu.au/library/borrowing/>

Your card will remain valid for a maximum of one year or until the date indicated by the Dean or Head of School or Department if for a lesser amount of time. **Your card can be renewed** for a further year upon submission of a newly completed Affiliates & Conferred Academic Titles Holders Card Application
see <http://www.sydney.edu.au/campus-cards/applications/honorary.shtml>

Please note

All Library notices are sent by **email** only, therefore it is advisable that you read your **email** on a regular basis. It remains your responsibility to check your Library record regularly to ensure that items are returned on time.

How to apply

- Complete the Card Application and have it signed by the Dean, Head of School or Department.
- Submit the form
 - **in person** to Student Centre, Level 3, Jane Foss Russell Building (G02)
 - or*
 - **email** a scanned copy of the completed and signed form, a scanned copy of photo identification such as your driver's licence or passport, and a passport-sized photo to university.cards@sydney.edu.au

Please allow one week for your card to be processed and sent to you.

Enquiries

Enquiries can be directed to Student Centre by:

- telephone 9351 2423
- email: university.cards@sydney.edu.au
(all emails must be sent from your University email account)

Privacy Statement

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to:

Student Centre, telephone: 93512423, email: university.cards@sydney.edu.au