



**REQUEST FOR
CAMPUS VISITOR
ID CARD**

FROM:

Campus Mail:

UGACard Office
309 Tate Student Center

FAX:

RETURN TO: (706) 542-0070

Encrypted E-mail:

Log in to sendfiles.uga.edu & send to:
"ugacard" (just the username!)

Due to unscheduled maintenance and updates to ID server, we cannot guarantee walk-in processing of Visitor request applications.

Please submit application via above methods at least three business days before sending Visitor to the UGACard Office.

*****REQUIRED UGA SPONSOR INFORMATION*****
 Application will not be processed if not completed.

Sponsor Name _____

Sponsor Department: _____

Department Address: _____

Dept Telephone: _____

Sponsor MyID: _____ @uga.edu

(THIS IS NOT A DEPARTMENTAL E-MAIL ACCOUNT)

Official visitors to the University campus whose stay is for an extended but defined period of time, generally from one month to one year, and for a specific academic or administrative purpose, similar to work being performed by regular UGA faculty or staff, will be eligible for a sponsored Visitor ID card. Included in this category would be individuals such as visiting faculty, staff, researchers, and others whose work is based on campus but who are not part of the UGA master payroll/personnel data base. (Those excluded from this category would include currently-enrolled students, vendors, construction contractors, conference participants, entertainers, and law enforcement agencies.) Individuals in this category are not automatically eligible for University services (Visitors are not eligible for discounted athletic tickets). Contact the specific service provider if there are any questions concerning the use of this card. Some University services require a participation fee. Legal dependents (including children under the age of 18 years) of campus visitors are eligible for a Dependent UGACard with limited privileges. Visitor may contact the UGACard Office for a request form.

Purpose of visit to UGA Campus: _____

Job title of visitor: _____ Is visitor being paid? _____

UGACard DATABASE INFORMATION

Full Name of Visitor: _____
Last First MI

Date of Birth: _____ Gender: _____ Social Security Number: _____

*Assigned Number: _____

For foreign visitors:

Country of citizenship _____ Has a social security number been applied for? _____

* The UGACard Office will assign special identification numbers to foreign visitors who do not apply for social security numbers.

Dates Visitor Will Be On Campus: Beginning Date: _____ Ending Date**: _____

** Maximum term of visit is 24 months. If Ending Date is left blank, UGACard Office will set term at thirty (30) days.

UGA Campus Address: _____ Campus Phone #: _____

Department Head Approval: _____ Date: _____

Dean or Vice President Approval: _____ Date: _____

>>>Application will not be accepted without Sponsor MyID and Approving Signatures!<<<

>>>Submit this request at least 3 days prior to the participant having the ID card made<<<

UGACard Office Use Only

Reviewed and Approved by: _____

Date: _____ Photo Date: _____

Entered in Database by: _____

Date: _____