



UNIVERSITY OF  
**GEORGIA**  
UGA OneCard

## REQUEST FOR AFFILIATE STATUS

FROM:

RETURN TO:

Campus Mail:

UGA OneCard Office  
309 Tate Student Center

FAX:

(706) 542-0070

Encrypted E-mail:

Log in to sendfiles.uga.edu & send to:

"ugacard" (just the username!)

If ID Card is needed, Please submit application via above methods at least three business days before sending Affiliate to the OneCard Office.

### \*\*\*REQUIRED UGA SPONSOR INFORMATION\*\*\*

\*\*\*Application will not be processed if not completed.\*\*\*

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

Sponsor MyID: \_\_\_\_\_

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

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

Official Affiliates of the University may be eligible for a sponsored UGAID Number. Upon issuance, Sponsors may request a UGA MyID account, email address, and/or UGA identification card, as deemed appropriate by the Sponsoring Department.

Affiliates include Campus Visitors, Contractors, Program Participants, and others whose work is based on campus but who are not part of the UGA master payroll/personnel database. (The latter includes but is not limited to ROTC staff, Campus Ministry, IFC/PHC House Directors, Cooperative Extension employees, USG Board of Regents employees, Augusta University/UGA Medical Partnership or College of Nursing employees, temp agency workers, or sponsored volunteers.)

Affiliates are not automatically eligible for University services. Contact the specific service provider if there are any questions concerning eligibility for services. Some University services require a participation fee.

**This form is NOT for Visiting Researchers/Scholars (VRS) or Remote Visiting Researchers/Scholars (RVRS).**

Visit <https://research.uga.edu/visiting/procedures/> for more information.

### NEW REQUEST

### RENEWAL

Affiliate Category: Contractor \_\_\_\_\_ Company \_\_\_\_\_ Campus Visitor \_\_\_\_\_ Off-Campus Visitor \_\_\_\_\_

Program Participant \_\_\_\_\_ Name of Program \_\_\_\_\_

Non-UGA Paid Employee ROTC Staff CMA IFC/PHC USG AU/UGA CONAT Other

### AFFILIATE INFORMATION

Provided Information must match valid, government-issued photo ID.

Full Legal Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth: \_\_\_\_\_ If known, Existing UGA 81x or MyID: \_\_\_\_\_

Affiliate Needs the following:

UGA ID Number (81x)

ID Card for Door Access

UGA MyID Login Account

UGA Email Account

MyID and Email account requests must be submitted to EITS by the Sponsor.

Dates Visitor Will Require Access: Beginning Date: \_\_\_\_\_ Ending Date\*\*: \_\_\_\_\_

\*\* Maximum term is 12 months, renewable annually. If Dates are left blank, term end will be set at ten (10) days from Dean/VP approval date.

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Vice President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

>>>Please Allow 3 Business Days for Processing<<<

\*\*\*\*\*

\*OneCard Office Use Only

Reviewed and Approved by: \_\_\_\_\_

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

Entered in Database by: \_\_\_\_\_

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

Revised 04/23/2025