

RETURN TO: UGACard Office  
309 Tate Student Center  
Athens, GA 30602  
Phone: 706-542-9226  
Fax: 706-542-0070

Dept. Telephone: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_  
**SPONSOR MUST BE AN AUTHORIZED UGA EMPLOYEE**

Sponsor MyID: \_\_\_\_\_  
**REQUIRED**

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

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

**Affiliates for the University campus are individuals who regularly conduct business on campus but are not eligible for a UGA identification card. These individuals may be eligible for a UGA ID number in order to apply for on-campus parking or other services that may require a UGA identification number. No ID card or badge is issued.**

**Included in this category would be individuals 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 students, faculty/staff, contractors, official campus visitors such as Visiting Scholars and Researchers, and others who would otherwise be eligible for a UGA identification card.) Individuals in this Affiliate, ID number-only category are not eligible for other University services.**

**Affiliates must be sponsored by an authorized University official or department. Affiliates must be renewed through the UGACard Office, if necessary, by their sponsor in order to retain eligibility for University services.**

Purpose of work on UGA Campus: \_\_\_\_\_

Job Title or position: \_\_\_\_\_ Is affiliate being paid? \_\_\_\_\_

**UGACard DATABASE INFORMATION**

Full Name of Affiliate: \_\_\_\_\_  
Last First MI

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Social Security # \_\_\_\_\_

For Foreign Affiliates: Country of Citizenship: \_\_\_\_\_ Has SSN Been applied for? \_\_\_\_\_

\*Assigned Number: \_\_\_\_\_

\*The UGACard Office will assign special identification numbers to foreign visitors who do not apply for a SSN

Dates Affiliate will be on campus: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Individuals in the Affiliate Database may be renewed annually from July 1 through June 30.**

UGA Campus Address: \_\_\_\_\_ Campus Phone # \_\_\_\_\_

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

Dean or VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**>>>FORM MAY BE FAXED TO UGACARD OFFICE AT 706-542-0070<<<**

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**UGACard Office Use Only**

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

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

UGAID Number: **81** \_\_\_\_\_

**UGAID Number is issued ONLY. DO NOT ISSUE ID CARD OR BADGE.**