

Associate Colleges & Institutions: Application form to apply for a UEA Campus Card /IT Account

Eligible students and staff from associate colleges or joint venture institutions can apply for membership of UEA Library. In order to access the UEA library and use our self service facilities, you can apply for a UEA campus card by completing the following:

- Complete the V3 application form.
- Submit the application form, and a passport sized photo, to your home institution (normally the library) who will validate the application form and send it to UEA library.

IMPORTANT: Please note that your UEA campus card can not be produced immediately. Your card will be produced within 10 WORKING DAYS on receipt of your application form by UEA Library, after which time you must collect it from your home institution.

VALIDATION: All applications are valid for 1 calendar year, after which time a new application form must be submitted. (with the exception of CCN & EC students).

NOTE: Campus cards remain the property of UEA Library and must be returned to the campus card point at IT Helpdesk when expired or on request. A £10 charge applies to replace lost cards.

Associate	Comments	LIB borrowing	IT Account	Email	Printing & Copying*	E-resource Access*
University Campus Suffolk Students (UCS)	Ipswich Hub, Suffolk New College, West Suffolk College, Otley College, Lowestoft College and Great Yarmouth College.	✓	✗	✗	✗	Via UCS Username
Colleges Students (CCN & EC)	City College Norwich and Easton College	✓	✓	✗	✗	Via Ezproxy
Guernsey short course Students	Forms must be sent to UEA Partnerships Office for validation.	✓	✓	✗	✗	Via Ezproxy
James Platt Students	Fee paying language course students at James Platt Centre. Eligibility determined by James Platt Centre.	✗	✓	✗	✗	Walk in access only
UCS Staff	Forms must be sent to UEA Partnership Office for validation.	✓	✓	✗	✗	Via UCS Username
Colleges staff (CCN & EC)	CCN & EC staff (teaching and supporting staff of HE courses). Applications forms must be sent to the UEA Partnership Office for validation.	✓	✓	✗	✗	Limited access via Ezproxy
Guernsey Institute Staff	Application forms must be sent to UEA School of Nursing & Midwifery for validation.	✓	✓	✗	✗	Limited access via Ezproxy
Associate Institutions & Reciprocal Agreements (NHS & NRP)	Norwich Research Park staff, including John Innes Centre & Institute of Food Research. NHS staff including NNUH NHS Trust, James Paget NHS Trust, Norfolk & Waveney Mental Health Trust, NHS Norfolk Primary Care. Application forms must be validated by your Institution sponsor.	✓	✗	✗	✗	Walk in access only

*Coin operated photocopiers are available.

UEA Library Borrowing & Ezproxy Access: More information about accessing our electronic resources and other entitlements can be found on the UEA Information Services website www.uea.ac.uk/is. Specifically, www.uea.ac.uk/is/borrowing and www.uea.ac.uk/is/er/ezproxy.



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ITEMS MARKED * MUST BE COMPLETED						
PLEASE PRINT CLEARLY IN BLOCK LETTERS / TICK AS APPROPRIATE						
*Institution	City College		Easton College		UCS	
	Guernsey Institute		James Platt		Institutions	
*Category of User	Staff:			Student:		
*Title: (Mr., Mrs., Prof.):						
*First Forename:						
Other Forename(s):						
*Family Name/Surname:						
*Date of Birth:						
*Gender:						
*Student / Staff Number:						
*Department:						
*Job title (staff only):						
*Home Address Line 1:						
*Home Address Line 2:						
*Home Address Line 3:						
*Home Post Code:						
*Contact number:						
*Email Address:						
I have read and agree to abide by the library rules www.uea.ac.uk/is/strategies/libraryrules and the IT Conditions of use www.uea.ac.uk/is/itregs/usepols						
*Applicant Signature:				*Date:		

Authorisation only by sponsoring Head of School / Dept at Home Institution or Partnerships Office		
*Applicant Requirements	Campus Card	IT Account Details
In signing this application you are sponsoring this individual and authorising that they have a legitimate academic need to access UEA licensed resources to support their work or study.		
*Print Name:		
*Signature:		*Date:
*Print job title:		
*Library Validation Stamp:		

WARNING:

Mandatory field information is essential to the processing of the application. Failure to complete mandatory information may lead to delays in processing your application.

OFFICE USE ONLY	
Date Received:	
Date Created:	
Created by:	
Updated by:	
Registration No:	

