

## **Application form to apply for a UEA Individual Concessionary Access Card**

This application form is for individuals associated with or completing work for UEA departments or companies / institutes based on campus who have a need to access UEA buildings or car parks for a period of **longer than one month**.

**E.g. Estates Division- to allow access to on site contractors.  
Banks / shops- staff that work in non UEA departments based on campus.**

In order to apply for an individual access card, the applicant / UEA department must:

- Ensure that any applicant on campus for less than one month applies for / is provided with a concessionary access card using the V5 application form, not the V4.
- Complete the V4 application form.
- Provide a passport sized photo with your application.
- Ensure that the form is validated by the Head of Department / School of the sponsoring UEA department who are on the visitor authorised signatories list.
- Submit the application form to the campus card point at the IT Helpdesk in the Library.

**IMPORTANT: Please note that your UEA individual access card can not be produced immediately. Standard applications will be processed within 5 WORKING DAYS on receipt of your application form by UEA Library. Non standard applications may take 10-15 working days. It is recommended that you phone 01603 592419 to confirm your card is available prior to collection.**

**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.

**VALIDATION:** If approved, your request is only valid for 1 calendar year from production of your card, after which time a new application form must be submitted.

**AUTHORISATION REQUIREMENT:** This form must be authorised by the Head of Department / School as detailed on the authorised signatories list. Please ensure that all information on the application form accurately describes the applicant's access requirements at UEA. Falsifying such information may lead to serious implications / prosecution for the University and / or the individual(s) signing this form.

**ACCESS RIGHTS:** The requesting department should liaise directly with the relevant area(s) where access is required. The campus card service only has authority to grant Library access.

**COST:** Cards cost £10 each and payment must be made by providing a recharge code on the application. A £10 charge applies to replace lost cards.

**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.

**You will need to show some photographic ID when you collect your card from the campus card point at the IT Helpdesk.**



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<b>ITEMS MARKED * MUST BE COMPLETED</b> <b>PLEASE PRINT CLEARLY IN BLOCK LETTERS / TICK AS APPROPRIATE</b>			
*Sponsoring UEA Department:			
*Title (Mr., Mrs., Prof.):			
*First Forename:			
Other Forename(s):			
*Family Name/Surname:			
*Date of Birth:			
*Gender:			
*Email address:			
*Home Address Line 1:			
*Home Address Line 2:			
*Home Address Line 3:			
*Home Post Code:			
*Contact number:			
*UEA Recharge code (£10 charge)			
*Required end date (max 1 yr)			
<b>*REASON FOR ACCESS:</b> <b>(PLEASE PROVIDE INFORMATION OUTLINING WHY CONCESSIONARY ACCESS IS REQUIRED)</b>			
*APPLICANT NAME:			
*APPLICANT SIGNATURE:	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">*DATE:</td> </tr> </table>		*DATE:
	*DATE:		

<b>Authorisation only by sponsoring Head of School / Dept</b>			
In signing this application you are sponsoring the individual and authorising that they have a legitimate need to access UEA buildings.			
*PRINT NAME:			
*SIGNATURE:	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: center;">*DATE:</td> </tr> </table>		*DATE:
	*DATE:		
*PRINT JOB TITLE:			

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

