



AFFILIATES & CONFERRED ACADEMIC TITLE HOLDERS

Please print CLEARLY

Legal Last Name:..... Legal First Name: Second Name(s):

Title:..... Date of birth:..... Phone:

Departmental address:

Postal address:
(The address to which you would like your card posted.)

Email address:

Please attach a passport-sized photo here
PLEASE PRINT YOUR NAME & SIGN ON THE BACK

From the list below, please tick the box to confirm your category of appointment. Please include the expiry date of your honorary appointment (*maximum period: one year; renewable*).

- Emeritus Professor** Appointment Expires on: / /
- Academic Titles (Senior Executive Positions)** Appointment Expires on: / /
- Adjunct Titles** Appointment Expires on: / /
- Clinical Academic Titles** Appointment Expires on: / /
- Conjoint Academic Titles** Appointment Expires on: / /
- Honorary Titles** Appointment Expires on: / /
- Visiting Titles** Appointment Expires on: / /
- Research Titles** Appointment Expires on: / /
- Administrative/Support Staff** Appointment Expires on: / /

Signature: Date:

Please provide the following documentation to ensure your card application will be processed.

- ❖ **Passport-sized photo (please attach)**
 - This photo must be a current passport-style photo of yourself (head and top of shoulders)
 - You must not wear sunglasses or headgear, e.g. hats, bandanas (except for cultural and religious purposes)
 - Clearly print your full name and sign on the back of the photo
- ❖ **Proof of identity**

The following documents are acceptable as proof of your identity:

 - A valid passport
 - A current driver's licence
 - A NSW photo card

To be completed by Dean, Head of School or Department who must be a University of Sydney Staff Member

I certify that the details of appointment in this application are correct.

Signature: Name:

Position:

Phone: Date:

Privacy Statement:

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However, should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to the University Card Centre, telephone: 9351 2423, email: university.cards@usyd.edu.au

Affiliates & Conferred Academic Title Holders

Your card will provide:

- identification on University campuses
- access, if required, to secure areas
- borrowing privileges including document delivery and access to the University of Sydney Library's electronic resources, see: <http://www.library.usyd.edu.au/borrowing>;

Your card will remain valid for a maximum of one year or until the date indicated by the Dean or Head of School or Department if for a lesser amount of time. **Your card can be renewed** for a further year upon submission of a newly completed Affiliates & Conferred Academic Titles Holders Card Application, see: http://www.usyd.edu.au/card_centre/applications/honorary.shtml

Please note:

All Library notices are sent by email only. Therefore it is advisable that you read your email on a regular basis. It remains your responsibility to check your Library record on a regular basis to ensure that items are returned on time.

How to apply:

- Complete the Card Application and have it signed by the Dean, Head of School or Department.
- Submit the form:
 - **in person** to the University Card Centre, Level 2, Fisher Library, University of Sydney
or
 - **email** a scanned copy of the completed and signed form, a scanned copy of photo identification such as your driver's licence or passport, and a passport-sized photo to university.cards@usyd.edu.au Please allow one week for your card to be processed and sent to you.
or
 - **post** the completed and signed form, a photocopy of your driver's licence or passport and a passport-sized photo of yourself to:
The University Card Centre
Level 2, Fisher Library F03, University of Sydney, NSW 2006
Please allow one week for your card to be processed and sent to you.

Enquiries:

Enquiries can be directed to the University Card Centre by telephone: 02 9351 2423, fax: 02 9351 7278 or email: university.cards@usyd.edu.au