



RETURN TO: **UGACard Office**  
**320 Tate Student Center**  
**706 542-8514**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
\_\_\_\_\_

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

E-mail: \_\_\_\_\_

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

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

Official visitors to the University campus whose stay is for an extended but defined period of time, generally from one month to one year, and for a specific academic or administrative purpose, similar to work being performed by regular UGA faculty or staff, will be eligible for a sponsored Visitor ID card. Included in this category would be individuals such as visiting faculty, staff, researchers, and others 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, vendors, construction contractors, conference participants, entertainers, law enforcement agencies, state and federal employees.) Individuals in this category are not automatically eligible for University services (Visitors are not eligible for discounted athletic tickets). Contact the specific service provider if there are any questions concerning the use of this card. Some University services require a participation fee. Legal dependents (including children under the age of 18 years) of campus visitors are eligible for a dependent ID card. Contact the UGACard Office for a request form.

Purpose of visit to UGA Campus: \_\_\_\_\_

Job title of visitor: \_\_\_\_\_ Is visitor being paid? \_\_\_\_\_

**UGACard DATABASE INFORMATION**

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

Date of Birth; \_\_\_\_\_ Gender; \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

For foreign visitors:

Country of citizenship \_\_\_\_\_ Has a social security number been applied for? \_\_\_\_\_

\* The UGACard Office will assign special identification numbers to foreign visitors who do not apply for social security numbers.

Dates Visitor Will Be On Campus: Beginning Date; \_\_\_\_\_ Ending Date: \_\_\_\_\_

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

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

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

**>>>Submit this request at least 5 days prior to the participant having the ID card made<<<**

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UGACard Office Use Only

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

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

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

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

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