TheHUB

The HUB
Warner Hall, Lower Level
Pittsburgh, PA 15213
idplus@andrew.cmu.edu
www.cmu.edu/idplus

Sponsored ID Card Request

The sponsoring individual or department should complete this form on behalf of the individual being sponsored. Once completed and signed, the sponsored individual should return this form, along with government-issued photo identification and documentation to support affiliation type (if required), to The HUB in person. The HUB will take the sponsored individual's photo and created a Sponsored ID Card. Visit www.cmu.edu/idplus/idcards/sponsored.html for more details, especially with regards to eligibility and supporting documentation.

SPONSOR INFORMATION

Sponsor Name: _____
Last/Family, First/Preferred, MI

Department: _____

Andrew UserID: _____

Phone: _____

Affiliation (check one):　　　　Faculty/Staff　　　　Student (may only sponsor spouse/domestic partner)

SPONSORED INDIVIDUAL INFORMATION

Sponsored Individual Name: _____
Last/Family, First/Preferred, MI

Email: _____

Affiliation Type (check one):

Spouse or domestic partner　　　　Dependent (ages 12-21, faculty/staff sponsor only)

Visiting Scholar or researcher　　　　Vendor or contractor

Other: _____

Card Type Requested (check one):　　　　Sponsored ID Card　　　　Building Access Card

Card Expiration Date: _____
Sponsored ID Cards are valid for one year or less based on length of time on campus.

Sponsored Individual Entered into Workday?　　　　Yes　　　　No
If entering into Workday, the sponsored individual should vist The HUB on or after the start date entered.

Authorized Sponsor Signature: _____
Authorizing Sponsor Signature must match the Sponsored Individual Name above.

Date: _____

ID Card Request Information & Fees

Check the appropriate reason/condition/fee below (select one only):

	Reason	Condition	Fee
	New/Renew	Department Sponsored (not entered into Workday)	$40
		Department Sponsored (entered into Workday)	$10
		Spouse/Domestic Partner/Dependent	$25
	Lost	All sponsored patrons	$30
	Damaged	Natural wear and tear	$0
		Other (card returned to The HUB)	$10
	Stolen	Must present police report	$0
	Vendor Card	For building access only	$10

Payment Information

Please Note: The HUB does not accept cash payments.

　　　　Credit/Debit

　　　　Check payable to Carnegie Mellon University

　　　　Entered into Workday (assessed to Human Resources)

Note: ID cards cannot be used prior to start dates listed in Workday. We recommend that the sponsored individual visits The HUB on or after the date entered into Workday.

　　　　Carnegie Mellon Department Charge

General Ledger Oracle String:

Object Code 88015　　　　Funding Source: __ __ __ __ __ __

Function: __ __ __　　　　Activity: __ __ __

Organization: __ __ __ __ __ __　　　　Entity: __ __

Grants Management Oracle String:

Project: __ __ __ __ __ __

Task: __ __

Award: __ __ __ __ __ __ __