



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 the affiliation type (if required), to The HUB in person. The HUB will take the sponsored individual's photo and create a Sponsored ID Card. Visit www.cmu.edu/idplus/idcards/sponsored.html for more details, especially with regards to eligibility and supporting documentation.

Sponsor Name: Department:

Andrew UserID: Phone:

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

Sponsored Individual Name: Email: Last, First, MI

Affiliation Type (check one):

- Spouse or domestic partner
Visiting scholar or researcher
Dependent (ages 12-21, faculty/staff sponsors only)
Vendor or contractor
Other:

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

Card Expiration Date: Sponsored Individual Entered into Workday? Yes No

Sponsored ID Cards are valid for one year or less based on the length of time on campus. If entering into Workday, sponsored individual should visit The HUB on or after the start date entered.

Authorizing Sponsor Signature: Date:

Authorizing Sponsor Signature must match Sponsor Name above.

ID Card Request Information & Fees

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

Table with 4 columns: Reason, Condition, Fee. Rows include New, Renewal, Spouse/Domestic Partner/Dependent, Expired card not returned, Stolen, Lost/Misplaced, Damaged, Other, Vendor card, Fitness membership card.

Payment Information

- Cash
Credit/Debit
Check payable to Carnegie Mellon
Entered into Workday (assessed to Human Resources)
Note: ID Cards cannot be issued prior to start dates listed in Workday. We recommend that the sponsored individual visits The HUB on or after the start 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