

Request for University of Hartford Identification Card

Name: _____
 Last First MI

Department: _____

Status:

- Regular Full-time Faculty Regular Full-time Staff
 Regular Part-time Faculty Regular Part-time Staff
 Temporary Staff / Consultant Retiree
 Other _____
(Do not use this form for Adjunct Faculty- separate form required)

Banner ID Number: _____
(issued by HRD for regular full-time and regular part-time faculty and staff)

This form serves as confirmation that the above-named individual is eligible for a University of Hartford ID card and all of the privileges associated with it.

University of Hartford Representative

Title

Department

(Please take this form to the ID Office, located off the back of the Gengras Student Union)

Proof of employment is required for all employees who are not regular full-time and/or regular part-time faculty and staff. Please refer to ID Card policy for a list of documents which are appropriate and serve as proof of employment.

Retiree's status is determined by University policy and applies to individuals who met the University's eligibility criteria for retirement.