EMORYCARD REQUEST FOR APPROVED SPONSORED ACCOUNT
(For Non Students and Staff, Affiliates and Contractors)

To apply for a nonaffiliated Emory University Sponsored Account, Faculty or Staff MUST:
(1) Log into www.help.emory.edu and create a Service Now ticket with UTS requesting a sponsored account.
(2) When you have been notified by UTS a sponsored account has been created, complete this form and Fax to EmoryCard Services at 404-727-4391 or send by email as a PDF to emorycard@emory.edu. EmoryCards must be picked up in person by the individual. A valid government issued photo ID is required for EmoryCard pickup at the time of issuance.

I. EmoryCard Fees
The EmoryCard fee is $25, payable by Cash, Check, or Smart Key at the time of issue.

Status of EmoryCard Recipient

Affiliates
- □ Visiting Student
- □ Guest of Department
- □ Contractor
- □ Consultant
- □ Other___________________

II. Expiration Date
An EmoryCard expiration date must be provided. This expiration date must not exceed one year from the date of the approved Sponsored Account.
Expiration Date: ________________________________

III. Budget Code
If no Smart Key is provided, the EmoryCard recipient will be required to pay for the card at the time of issuance.
Smart Key #:___________________________________________________

IV. Recipient Information
Please print legibly the EmoryCard recipient’s information.

__________________________________________________________________________
Recipient’s Last Name ____________________________ First Name _______ Middle Initial ______

Date of Birth ________________________ Emory University Department Affiliate

V. Date UTS sponsored account has been approved: __________________

VI. Date of Departmental Approval: __________________

__________________________________________________________________________
Signature __________________________ Printed Name __________________________ Title/Phone Number __________________________ Date ____________

Issuance or non-issuance of an EmoryCard described in this request form remains under the control and discretion of EmoryCard Services and in adherence with the policies and guidelines of Emory University.

For EmoryCard Services Use Only

Approved: __________________ Date of issue: ____________________________ By: __________________________

Form Last Updated: 12.16.2015