

Memorial University Non-MUN Employee / Visitor Application for Card access and Millennium Profile

This form is required to apply for a card access at Memorial University for non-employees and visitors. Applications will be reviewed on a case-by-case basis at the time of request and renewal. By submitting this form you are agreeing to adhere to the terms of use for non-MUN employees and visitor's card access as stated below. Once the card has been issued and profile has been created, please submit requests for access to specific buildings/rooms via TMA I-Service desk. Please email the completed form to campuscard@mun.ca.

Sponsoring Department _____

Sponsor Name _____
Last Name First Name Title

Sponsor email _____ Sponsor Phone (____) _____

Non-MUN Employee Name _____ Phone (____) _____
Last Name First Name

Memorial Affiliation _____ Company _____

Requested Expiry Date _____

Reason for Access:

Sponsor Signature _____ Date _____

Terms of use for non-MUN employees. Signature signifies your agreement.

1. Any lost cards are to be reported immediately to CEP.
2. Card holders are responsible, when relocating to a new work location or terminating activities on campus to ensure that all card access is disabled.
3. Card holder shall not redistribute card to another employee.

Non-MUN Employee Signature _____ Date _____

The information requested in this form is collected under the authority of the Memorial University Act (RSNL, 1990 Chapter M-7) and is needed to process your application for the requested Millennium access. Information collected will solely be used to administer the requested services and it will not be disclosed except as authorized by law. If you have any questions about the collection or use of this information, please contact the Campus Enforcement and Patrol at (709) 864-8561.

To be completed by Student Services:

Wiegand Card # (5 digits) _____ Facility Code: _____

Campus Enforcement and Patrol:

Programmed by _____ Millennium # _____

Activation Date _____ Expiry Date _____