

APPLICATION FOR AUB PHOTO ID

Applicant's Information		
First Name _____	Family Name _____	Relationship to Sponsor _____
Home/Office Address (Company/Building Name, Apt. #, Street, City, Country) _____		
Telephone: Home _____	Telephone: Business/Mobile _____	Nationality and Passport/ID Number _____
I, the undersigned, have read the AUB policy regarding access to Campus and agree to abide by all AUB regulations while visiting campus and acknowledge that the University cannot be held liable for any material loss or bodily injury incurred by me while on Campus.		
Signature of Applicant _____		Date _____

Sponsor's Information		
First Name _____	Family Name _____	Faculty/Department _____
Home/Office Address (Company/Building Name, Floor, Apt. #, Street, City) _____		
Telephone: Home _____	Telephone: Business/Mobile _____	AUB Extension # _____

ID Category, Fees and Restriction Information		
Category (See Reverse For Details) _____	Applicable Fee L.L. _____	Replacement Card (L.L. 25,000) <input type="checkbox"/> Yes <input type="checkbox"/> No
Restrictions		
Expiration/Validity Date From: _____ To: _____	Access Area Restrictions <input type="checkbox"/> AUB Campus Only <input type="checkbox"/> AUBMC Only <input type="checkbox"/> Open Access	Time Restrictions <input type="checkbox"/> Office Hours (weekdays) <input type="checkbox"/> Weekends Only <input type="checkbox"/> Open
Signature of Sponsor _____	Date _____	AUB Ext. # _____

Approvals and Authorizations (See Page 2)		
Approved by Director or Dean _____	Date _____	AUB Ext. # _____
Approved by Chief of Protection _____	Date _____	AUB Ext. # _____

Cashier's Office Use Only (Receipt)		
Stamp _____	Initials _____	Amount Paid (L.L.) _____ Basic _____ 10% VAT
	Date _____	Credit Cost Center: CUF 41550 - 179245

ID Center Office Use Only		
ID Card issued # _____	Initials _____	Date _____

REVERSE SIDE OF ID CARD APPLICATION FORM

General Procedures

1. Applicant and Sponsor must fill out the form and sign
2. Obtain authorizations if required (see below)
3. Pay fee at Cashier's Office (if applicable)
4. Take completed application form and an original document with your photograph to the ID Center to obtain photo ID

Categories

V1 - Household Help
 V2 - Staff Dependent
 V3 - Campus Resident
 V4 - Visiting Student
 V5 - Visiting Faculty

V6 - Visiting Donor
 V7 - Casual Worker / Contractor
 V8 - Visitor
 V9 - Medical Representative

Required Documents

When applying for a card at the ID center the applicant must produce proof of identity such as :
 Passport , Copy of Lebanese ID, Residence Permit or driving license

Fees

Free of Charge

Retiree	Resident Dependant	Staff Dependant	Household Help
Friends of the University	Complimentary cards	Reissued Card (in cases of normal wear & tear)	

Visitor's Card - L.L. 10,000.

Visitor	IC Staff/Student	Contractor	Service Provider	Casual Worker	Guests	Others
---------	------------------	------------	------------------	---------------	--------	--------

Replacement Card - L.L. 25,000.

Library User - Applications are processed by the Library

Alumnus Card - Applications are processed by the Development Office

Authorizations Required on Application Forms

Retirees:	Director of HR
Resident's Dependents :	AUB employee(sponsor) , Director of Housing
Staff dependents:	AUB Employee (sponsor), Director of HR
Household Help:	AUB Employee (sponsor), Director of Auxiliary Services
President's Club, etc:	Director of Development
Contract Employees:	Director and Chief of Protection
All Others:	AUB Employee (sponsor), Director, Dean or VP and Chief of Protection
Replacement card:	Same as for the original card
Reissued card :	Application form signed by applicant (original card must be returned)