

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 \$	Replacement Card (20\$) <input type="checkbox"/> Yes <input type="checkbox"/> No
Restrictions		
Expiration/Validity Date From:	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
To:		
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 (\$)
	Date	_____ Basic _____ 11% VAT Credit Cost Center: CUF 41550 - 17930

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, Work 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 - 10\$

Visitor	IC Staff/Student	Contractor	Service Provider	Casual Worker	Guests	Others
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Replacement Card - 10\$

Library User - Applications are processed by the Library

Alumnus Card - Applications are processed by the Development Office

Authorizations Required on Application Forms (Refer to [Policy](#))

Retirees:	Director of HR - Campus
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, others:	Director of Development
Casual workers/staff:	Director and Chief of Protection
All Others:	AUB Employee (sponsor), Director, Dean or Chief Officer and Chief of Protection
Replacement ID card:	Same as for the original card (see Policy)
Renewal of ID card :	Application form signed by applicant (original card must be returned)