



Card Services Center • Carmichael Student Center • Suite 219 Mail Stop #0510
• Phone 770-499-3436 • Fax: 678-797-2077 • Email IDServices@Kennesaw.edu

SERVICE REQUEST FORM for Long-Term VISITORS

DIRECTIONS FOR USE OF THIS FORM ARE PRINTED ON THE FORM BACK

Please retrieve the latest version of this form @ www.kennesaw.edu/campusforms
Visitor Name: First: _____ MI: _____ Last: _____
*Required Info for NetID/email: Birth date: ___/___/___ *Last 4 digits of SSN: _____
Begin Service Date: ___/___/___ End Service Date: ___/___/___ (1 year max)
Visitor Affiliation: _____
Has individual ever been assigned a KSU# prior to this application? Yes__ No__
If Yes, as a ___ student ___ employee ___ long-term visitor
Campus Services Requested:
 KSU ID Card Email
 NetID (Explain why needed): _____
 Keycard for Building: Please refer all key/key card access to the Locksmith through your Department Head/Director

Parking (due by either the department or individual at time of decal issue)
 Reserved – \$20/month x months of service: Total: \$ _____
 Reserved Handicapped – \$10/month x months of service: Total: \$ _____
 Economy – \$5/month x months of service: Total: \$ _____
 Opt Out – free

Please Type or Print Sponsor Information
By sponsoring the individual above, you agree to return his/her hangtag at the end of their tenure.
First: _____ Last: _____ KSU#: _____
School/Dept: _____ Phone: _____
Email: _____

Dean/Director Approving this Request
Name (Please type or print): _____
Signature: _____ Date: _____
Title&School/dept: _____

To Be Completed @ the Card Services Center:
Request#: _____ KSU#: _____ - _____ Date: _____
Initials: _____
Areas Notified: ITS Locksmith Sponsor Initials: _____
Card Produced/Visitor Signature: _____ Date: _____

INSTRUCTIONS FOR COMPLETING
the
SERVICE REQUEST FORM for Long-Term VISITORS

This form should be used to request campus services for **Long-term Visitors**. A long-term visitor is defined as someone who: a) is not paid by KSU, b) is not a registered student and c) is expected to be on campus longer than a week. A long-term visitor must obtain an ID card in order to obtain access to KSU and KSU services.

To obtain a **KSU** ID Card, the Visitor will be required to present a valid government-issued document that includes their photo. Card applicants must agree to an un-obstructed facial photo.

Notes:

- a) The visitor term cannot exceed a one year period.
- b) Parking is a mandatory fee, unless you intend to not park on campus.
- c) Birthdate & last 4 digits of SSN are required for web services. Visitor will be required to enter this information to activate his/her NetID.
- d) NetID is a required service for email, WebCT and Desktop login.

The following steps be followed when filling in the form:

- 1) Part I of the *Service request Form* must be completed by the Sponsor
- 2) The Sponsor's Dean or Director must approve the request by completing Part II of the Service Request Form.
- 3) The *Service Request Form* may be forwarded to the Card Services Center either 1) by fax (678)-797-2077, 2) hand-delivery or 3) campus mail.
Forms will not be accepted from the Visitor.
- 4) Emails will be sent to the service areas detailing the approved services. The Sponsor will receive a copy of the email.
- 5) The Sponsor must notify the Visitor s/he may now visit the Card Services Center and get a KSU ID card.