FORM

R

APPLICATION FOR A UNIVERSITY CARD

Retiree

(ALSO USE THIS FORM FOR LOST, DAMAGED OR STOLEN CARDS)

UNIVERSITY OF
OXFORD

Please use **black** ink to complete this form.

1. **I have retired in post and I am applying for:**

New card ☐ Renewal card ☐ Lost card ☐ Stolen card ☐
Lost cards will incur a £15 replacement fee.
For stolen cards, please give your Crime Number to waive the £15 fee: _____

Complete all the details on the reverse of this form including those of your most recent University card or Bodleian reader's card, if any.

2. Staple one **recent** passport sized and style photograph, or email a named JPEG file along with your completed application to your department/college or the Card Office if you do not have a department/college.

3. Return the completed form as follows:

- Status A or B (see overleaf) to the -   *University Card Office,*
                                                The Malthouse,
                                                Tidmarsh Lane,
                                                Oxford, OX1 1NQ

- Status C-E (see overleaf) to the -   *Secretary/Administrator of your institution.**

- ALL NEW APPLICATIONS (Status A-E) MUST BE COMPLETED BY THE COLLEGE/DEPARTMENT ADMINISTRATOR

4. Pay the £15 fee using the online store at www.oxforduniversitystores.co.uk (click on Product Catalogue and then scroll down through the alphabetical list of stores and click on 'University Card Office').

5. As soon as both this form and your online payment have been received and verified, your card will be sent directly to you (when choosing status A or B) or to the Department or College when appropriate.

To be completed by the Administrator of the College

Administrator to then forward to the University Card Office

I certify that all the details of this applicant's status are correct.

To be completed by Card Office:
Pensions Office Received ☐
Payment Received ☐

Administrator's name: .... Signature:...

Institution Name: .... Date: ....

To be completed by the Administrator of the Department Administrator to then forward to the University Card Office

I verify that this individual has retired in post. Yes ☐ No ☐ Date of Retirement:................

This information is showing in PXD   Yes ☐ No ☐ Initials of authorised contact:..............

I certify that all the details of this applicant's status are correct.

Administrator's name: .... Signature:...

Institution Name: .... Date: ....

*The use of the term institution throughout this form refers to any Oxford University department, faculty, or college.

I wish to apply for a University Card. I understand that the personal information I provide below may be used to determine access to a range of University and College resources (e.g. premises libraries, computing services). I understand that the information I provide (including the photograph) will be collected and used in accordance with the University's staff privacy notice and the General Data Protection Regulation (GDPR). I undertake to obey the rules of any institution of facility to which I gain access by use of the card I receive.

Bodleian Declaration: I hereby undertake not to remove from the Library, or to mark, deface, or injure in any way, any volume, document, or other object belonging to it or in its custody; not to bring into the Library or kindle therein any fire or flame, and not to smoke in the Library; and I promise to obey all rules of the Library.

If you already have a Bodleian Reader's Card, the University Card will replace this and can be used to obtain admission to the Bodleian and its associated libraries, and other libraries where you have already registered. The Bodleian Reader's Card will no longer be valid and should be destroyed.

SIGNATURE: Please sign inside the box in black ink

Name and previous affiliation within Oxford University:(*Please **print** all entries and use black ink*)

Family name: ....

Given names: ....

Middle   names: ....

Title: *(if required on the card)* ....

ALL NAMES IN FULL
(Underline the name by which you are normally called if it is not the first you have entered. Nicknames are not acceptable)

Postal Address: ....

....

(DELIVERY METHOD: For statuses A & B, your card will be posted directly to you via Royal Mail 1st Class and will require a signature. For C, your card will be sent to the Administrator of the College. For D & E, your card will be sent to the Administrator of the Department).

Date of birth: ☐☐ ☐☐☐ ☐☐ *(e.g. 23-Jan-XX)*
dd **mmm** **yy**

Institution (s): ....
(Give the name of the Oxford institution* to which you were attached.)

Status: *Tick whichever one of the following you wish to apply for:*

(A) Retiree card without College/Dept affiliation   **(with no email address)** ☐

(B) Retiree card without College/Dept affiliation   **(with @retired.ox.ac.uk email)** ☐

(C) Retiree card with College affiliation   **(with @college.ox.ac.uk email)** ☐

(D) Retiree card with Department affiliation   **(with @department.ox.ac.uk email)** ☐

(E) Retiree card with College & Department affiliation (with @department & @college.ox.ac.uk emails) ☐

Please note: UAS staff are not normally able to retain their @admin address; applications to do so, in exceptional circumstances, should be submitted to the University Card Office who will seek approval from the Registrar.

Previous University Cards, if any
If you have ever received an Oxford University or Bodleian Reader's card, please give details of the most recent:

Barcode Number (the number which appears above/below the barcode): ....

If you have held a card but are unable to supply the details please tick: ☐

1. *Your photo is used as a means of identification throughout the University. It is printed on your University Card and also stored digitally in record systems used by the University and Colleges.*