

# The University of Edinburgh

## UNIVERSITY CARD ISSUE FORM

Staff ID Number

--	--	--	--	--	--	--	--

**IMPORTANT: This form is for your URGENT attention.**  
Please follow the instructions below.

### 1. Instructions:

- Personal details:** Carefully print your personal details in section 2 below. Your initials and family name will be printed on your card, to a maximum of 27 letters, including spaces. If your initials plus family name are longer than this, please supply a short version
- Photograph guidelines:** Please supply a new, passport-sized (35mm wide x 45mm high is ideal), colour photograph of your head and shoulders. As this will be scanned and printed onto your card, you must follow these guidelines to avoid a poor quality image:
  - The photo should be taken against a light coloured background only - not a dark coloured background.
  - Avoid photos that are too light, too dark, too close or out of focus.
  - Photographs that have been used previously, i.e. with staple holes, stamp or ink marks or plastic/laminate coatings, cannot be scanned onto your card.

Write your name on the back of the photo and attach it to the form in the space below. Loose photos can delay the processing of your form, so please use paper glue. Do not use staples or paperclips and take care not to damage your photograph.

- Returning your form:** Please return your form to the University Card Services, University of Edinburgh, Main Library, George Square, as quickly as possible.

### 2. Personal Details

Title _____	Preferred forename: _____
Initial _____	Date of Birth: _____
Family name _____	
Address _____ _____ _____	University Department Name: _____

### 3. Data Protection

The University will use information about you and your University Card usage for the following purposes: to administer access to our services and facilities; to compile statistics; and to maintain our information systems; to support your studies (students only).  
**If you have any queries about this, please contact the University's Data Protection Office at [recordsmanagement@ed.ac.uk](mailto:recordsmanagement@ed.ac.uk)**

**Please return this form and photograph IMMEDIATELY - failure to do so may result in your card being delayed**

**FIX**  
**PHOTO**  
**HERE**

#### Guidelines for affixing photo

- Write your name on the back of the photograph
- Stick the photograph in the space provided (**left hand box**) using paper glue.
- Do not** use staples, pins, sticky tape, paperclips or superglue.