



### Application for Temporary ID Cards

(for visitors from other Institutions/Companies, for a period of more than three (3) months)

Applicant name: _____	Please attach passport sized photo or send jpg photo via e-mail to <a href="mailto:hr@nuigalway.ie">hr@nuigalway.ie</a>
Applicant tel. no.: _____	
Applicant date of birth: _____	
Applicant home address: _____	
Applicant's institution/company: _____	
(Name, address, contact details)	
Purpose:	
<input type="checkbox"/> Visiting Researcher - <i>Visiting Researchers must attach a copy of the Sponsored Research Agreement</i>	
<input type="checkbox"/> Visiting Academic - <i>President's approval must be attached for Visiting Academics</i>	
Visit/Business duration: From: _____ To: _____	
Place of visit on campus: _____	
(Name of School/College and Address)	
Direct Supervisor on Campus: _____ Tel. ext. no.: _____	
Supervisor staff no.: _____ Supervisor e-mail: _____	
Approved by: _____ Date: _____	
(Head of school/college)	
NB: Visitors to the campus are covered under University Public Liability Insurance. However, Staff from other companies, who will be on campus for more than 3 months, must provide letter from their Company, stating that their Company will provide insurance cover while on campus.	
I, _____, agree to fully adhere to University policies and procedures while on NUI Galway campus.	
Signed: _____ Date: _____	
(Applicant signature)	

<u>Office use only:</u>		
Card no: _____	Approved by: _____	Date: _____