

University of California, Riverside
Card Services
Highlander Service Station
900 University Avenue
Riverside, CA 92521
Phone: 951-827-2273

If your department is interested in requesting an **ID card for an affiliate with a Visiting and Non-Salaried Position**, the person in the department who processes J-1 visas or who oversees the on-boarding process, must fill out and sign the **Request for UCR ID Card for Visiting and Non-Salaried Positions** form on behalf of the visitor. This form will be used to verify that the affiliate is associated with the campus and their need for the UCR ID card.

Request for UCR ID Card for Visiting and Non-Salaried Positions

Name of Visitor: _____
Department: _____
Affiliation/Position within Department: _____
Reason UCR ID Card is Requested: _____

Department Onboard Administrator: please take a moment to provide additional information as it applies to your visitor. The card office staff will use this information to provide the optimal ID card for your guest.

- EID: 85- _____ Or if no EID is to be provided, please check here: _____
- Start Date: _____
- End Date: _____
- Will a NET ID and UCR email be provided? YES: _____ NO: _____
- J-1 Visa processed YES: _____ NO: _____
- Please select the most appropriate STATUS:
 - Visiting Scholar _____
 - Post Doc Researcher _____

Your visitor will need to bring this form along with a photo ID and \$25 payment (or web recharge) to the card office. Visitors provided with an EID should be sent to our office no earlier than 48 hours after their start date.

Printed Name of Principle Investigator/Onboarding Official

Date

Signature of Principle Investigator/Onboarding Official

Phone Number

This is a request only. The Card Services Office reserves the right to determine eligibility.