

Instructions

Complete this form to request issuance of a Husky Card for all non-benefits-eligible employees, contractors, visiting scholars, and research assistants. Submit **completed** form to 120 Hayden Hall, or fax to 617.373.8222.

The sponsor/supervisor will receive an e-mail within two business days informing them when the applicant can obtain his/her Husky Card. Note: Card will expire on August 31. Supervisors should e-mail studentaccounts@neu.edu to renew.

Approvals Required

Only full-time benefits-eligible directors, faculty members, department heads, managers and hiring supervisors may approve Husky Card Authorization Form. A sponsor must be in a supervisory role with respect to the sponsored person.

Applicant Responsibilities

Applicants may use the Husky Card only for the conduct of official University business.

Applicant Information

Last Name:	First Name:	Social Security Number:
Phone Number:	E-Mail Address:	
Local Address: (Street, City, State & Zip)	Date of Birth: (mo/day/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Sponsor/Supervisor Information

Name:	Office Address:
Phone Number:	E-Mail Address:

Additional Applicant Information

Position Type:

Part time Faculty/Staff
 Contractor
 Chartwells Employee
 Research Assistant
 Visiting Scholar
 Other _____

Position start date: _____

If applicable, indicate previous affiliation with the University i.e. student, employee, contractor, etc.

Card will expire August 31 of the current academic year.
If affiliation ends before this date please indicate: _____ (month/day)

For Chartwells employees only: 40 - \$12.00 43 - \$50.00

I confirm that the above information is valid.

_____ Applicant Signature	_____ Date	_____ Sponsor/Supervisor Signature	_____ Date
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