

Instructions:

- This form is only for non-benefits-eligible Faculty or Staff, Contractors, Visiting Scholars, Research Assistants, Dependents, Chartwells, ABM and ROTC Employees.
- If you are a benefits-eligible Faculty or Staff member, please log into your [myNEU](#) account or contact Human Resources for your NUID number. Once the NUID number is obtained, you may come to the Husky Card Office for your Husky Card. Please note, that NUID number will not be activated until the official position start date.

Approval Requirements:

- Only active Full-time, benefits-eligible Directors, Faculty, Department Heads, Managers, and Hiring Supervisors may approve Husky Card Authorization Forms. A *Sponsor must be in a supervisory role* with respect to the applicant.
- Please submit the completed form to 4 Speare Commons, or fax to (617) 373-8794. The sponsor/supervisor will receive an email upon completion of the form within 2-4 business days.
- The Husky Card will expire one year from the date of issue unless otherwise noted. The *Applicant's original Sponsor/Supervisor must email huskycard@neu.edu to extend the expiration date.* If the Sponsor/Supervisor has changed since the Husky Card date of issue, an updated Husky Card Authorization Form will be required with the new Sponsor/Supervisor's information and signature.

Applicant Information (all must be legible & completed or your request may be denied)

Last name:		Maiden/Previous Name:		First name:		NUID:		
Date of Birth (mm-dd-yyyy):			Local Address					
			Street:					
			City:		State:		Zip:	
		Phone number:			Email Address:			
Position Type (please select only one): <input type="checkbox"/> Non-benefits eligible Faculty/Staff <input type="checkbox"/> Dependent <input type="checkbox"/> Contractor								
<input type="checkbox"/> Research Assistant <input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Chartwells <input type="checkbox"/> ABM <input type="checkbox"/> ROTC								
Position Start Date: _____				Position End Date: _____				

Sponsor/Supervisor Information (all must be legible **and** completed or Applicant's request may be denied)

Last name:		First name:		NUID:	
Phone number:		Department position:		E-mail address:	

Acknowledgement and signature (required)

Applicant: I confirm that the above information is valid and that the Husky Card is being issued only to conduct official University business. I understand that I am required to provide a non-expired, government issued photo identification (license, passport, or state identification card) confirming my identity to receive my Husky Card.

Sponsor/Supervisor: I confirm that the above information is valid. I confirm that I am in a supervisory role with respect to the applicant and will assume responsibility for the Applicant during their time on campus.

Applicant signature Date

Sponsor/Supervisor signature Date

For office use only

Processed by: _____ Date: _____

Procedure for obtaining a Husky Card

1. Apply for a Sponsored Account through the following webpage
<http://www.northeastern.edu/huskycard/about/how-to-apply.html>
2. After receiving notification that your sponsored account has been approved, claim the account by following the instructions in the email.
3. Fill out the Husky Card Authorization form completely.
4. Please have your supervisor complete the sponsor information on the form.
5. Submit the completed authorization form to Husky Card Services.

NOTE: Your NUID is required for processing your Husky Card.

Procedure to find your NUID

1. Log into your [myNEU portal](#).
2. Click the Services tab.
3. On the left side of the page, you can find your 9 digit NUID in My Information

The screenshot shows the myNEU portal interface. At the top, there is a navigation bar with "myNEU" and "Northeastern University" logos. Below the navigation bar, there are tabs for "myNEU Communications", "Services and Links", and "Library". The main content area is divided into two columns. The left column contains several sections: "My Information" (with a red circle around the "Your NUID is 000123456" text), "Faculty / Staff Services", "Conflict of Interest Form", "Facilities Online Work Request", "myHelp - Your Gateway to ITS Support", "Knowledge Base", "Lynda.com Training", and "Faculty/Staff Phonebook". The right column contains "Teaching Resources" with sub-sections for "COURSE RELATED" (listing Blackboard, View the Classrooms, and TRACE) and "SUPPORT" (listing Center for Advancing Teaching and Learning Through Research, NU Library, Library - Scholar OneSearch, and ITS Teaching Support). The date "October 20, 2015" is visible in the bottom right corner.

Husky Card Services
4 Speare Commons
Phone: (617) 373-8740
Fax: (617) 373-8794
Email: huskycard@neu.edu