



# APPLICATION FOR A UNIVERSITY CARD

## Retiree

(ALSO USE THIS FORM FOR LOST, DAMAGED OR STOLEN CARDS)



Please use **black** ink or **black** ballpoint to complete this form.

- I am applying for:** (please tick) New card  Renewal card   
**the replacement of a:** Damaged card  Lost card  Stolen card   
*For stolen cards, please give your Crime Number to waive the £15 fee:* \_\_\_\_\_
- Staple one **recent** passport sized photograph, overleaf, with your surname and initials written on the back of the photograph.
- Complete all the details on the reverse of this form including those of your most recent Bodleian reader's card or University card, if any.
- Return the completed form as follows:
  - Status A or B (see overleaf) to the - *University Card Office,  
6 Worcester Street,  
Oxford,  
Oxfordshire, OX1 2BX  
Telephone: 01865 (2) 70576*
  - Status C-E (see overleaf) to the - *Secretary/Administrator of your institution.\**
- Pay the £15 fee using the online store at [www.oxforduniversitystores.co.uk](http://www.oxforduniversitystores.co.uk) (click on Product Catalogue and then scroll down through the alphabetical list of stores and click on 'University Card Office').
- As soon as both this form and your online payment have been received and verified, your card will be sent directly to you (when choosing status A or B) or to the Department or College when appropriate.

If you already have a Bodleian Reader's Card, the University Card will replace this and can be used to obtain admission to the Bodleian and its associated libraries, and other libraries where you have already registered. The Bodleian Reader's Card will no longer be valid and should be destroyed.

<b>To be completed by the Card Office (Status A or B)</b>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <i>For Office Use Only</i> </div>
<b>To be completed by the Administrator of the College (Status C &amp; E)</b>	
Administrator to then forward to the University Card Office	Pensions Office Received <input type="checkbox"/>
<i>I certify that all the details of this applicant's status are correct.</i>	Payment Received <input type="checkbox"/>
<b>Administrator's name:</b> (please print).....	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<b>Signature:</b> .....	
<b>Institution Name:</b> .....	
<b>Date:</b> .....	
<b>To be completed by the Administrator of the Department (Status D &amp; E)</b>	
Administrator to then forward to the University Card Office	<b>INSTITUTION STAMP</b>
<i>I certify that all the details of this applicant's status are correct.</i>	
<b>Administrator's name:</b> (please print).....	
<b>Signature:</b> .....	
<b>Institution Name:</b> .....	
<b>Date:</b> .....	

November 2019

\*The use of the term institution throughout this form refers to any Oxford University department, faculty, or college.

I wish to apply for a University Card. I understand that the personal information I provide below may be used to determine access to a range of University and College resources (e.g. premises libraries, computing services). I understand that the information I provide (including the photograph) will be collected and used in accordance with the University's staff privacy notice and the General Data Protection Regulation (GDPR). I undertake to obey the rules of any institution of facility to which I gain access by use of the card I receive.

**Bodleian Declaration:** I hereby undertake not to remove from the Library, or to mark, deface, or injure in any way, any volume, document, or other object belonging to it or in its custody; not to bring into the Library or kindle therein any fire or flame, and not to smoke in the Library; and I promise to obey all rules of the Library.

**SIGNATURE:** Please sign inside the box in black ink

Passport-sized

**RECENT<sup>1</sup>  
PHOTO**

Staple firmly

**BUT**

Do not obscure  
your face

**Name and previous affiliation within Oxford University:** *(Please print all entries and use black ink)*

**Family name:** .....

**Given names:** .....

**Middle names:** .....

ALL NAMES IN FULL

*(Underline the name by which you are normally called if it is not the first you have entered. Nicknames are not acceptable)*

**Title:** *(if required on the card)* .....

**Postal Address:** .....

.....

*(DELIVERY METHOD: For statuses A & B, your card will be posted directly to you via Royal Mail 1st Class Signed For and will require a signature. For C, your card will be sent to the Administrator of the College. For D & E, your card will be sent to the Administrator of the Department).*

**Date of birth:**

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dd

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mmm

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yy

(e.g. 23-Jan-XX)

**Institution (s):** .....

*(Give the name of the Oxford institution\* to which you were attached.)*

**Status:** Tick whichever one of the following you wish to apply for:

- |   |  |                          |
|---|--|--------------------------|
| <b>(A) Retiree card without College/Dept affiliation</b>          | <b>(with no email address)</b>                           | <input type="checkbox"/> |
| <b>(B) Retiree card without College/Dept affiliation</b>          | <b>(with @retired.ox.ac.uk email)</b>                    | <input type="checkbox"/> |
| <b>(C) Retiree card with College affiliation</b>                  | <b>(with @college.ox.ac.uk email)</b>                    | <input type="checkbox"/> |
| <b>(D) Retiree card with Department affiliation</b>               | <b>(with @department.ox.ac.uk email)</b>                 | <input type="checkbox"/> |
| <b>(E) Retiree card with College &amp; Department affiliation</b> | <b>(with @department &amp; @college.ox.ac.uk emails)</b> | <input type="checkbox"/> |

*Please note: UAS staff are not normally able to retain their @admin address; applications to do so, in exceptional circumstances, should be submitted to the University Card Office who will seek approval from the Registrar.*

**Previous University or Bodleian Cards, if any**

*If you have ever received an Oxford University or Bodleian Reader's card, please give details of the most recent:*

Bodleian Reader's Number or group code .....

*(readers number pattern 98Y3543 or Group Code Group Y)*

Barcode Number (the number which appears above/below the barcode): .....

**If you have held a card but are unable to supply the details please tick:**

**1. Your photo is used as a means of identification throughout the University. It is printed on your University Card and also stored digitally in record systems used by the University and Colleges.**