



## Visitor ID Application Form

This form is to be used when requesting a Visitor ID Card for:

- Adjunct Appointees,
- Visiting Academics/Researchers from other Institutions/Companies.

Note: If the visitor only requires access to email/computer resources and does not require a physical Visitor ID access card an external account should be requested from ISS. For details visit:

[ISS External Account Information](#)

Visitor ID cards are only issued for visits exceeding three months. The following documents must be submitted with this form to [hr@universityofgalway.ie](mailto:hr@universityofgalway.ie)

- A passport style ID photo
- Formal confirmation of visiting appointment i.e. University of Galway appointment letter or relevant Agreement document with University of Galway e.g. Sponsored Research Agreement
- Visitors from other companies or institutions must submit a letter from their Company, stating that their Company will provide insurance cover while on campus

This form is not applicable for visiting students/interns. All students (including temporary visiting students from other institutions) requiring access must be recorded in the University of Galway Student Registration system.

### Part 1 : Visitor Details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

### Part 2: Visiting Academic/Researcher Institution/Company Details

Institution/Company

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Line Manager Email address: \_\_\_\_\_

Line Manager phone number: \_\_\_\_\_

### Part 3: Visit Details

Visit Start Date: \_\_\_\_\_ Visit End Date: \_\_\_\_\_

Place of visit on campus: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direct Supervisor on Campus: \_\_\_\_\_

### Part 4: Declaration/Approval

I agree to fully adhere to University policies and procedures while on University of Galway campus.

Policies and procedures can be found online here:

<https://www.universityofgalway.ie/governance/academic-policies-procedures-forms/policies-procedures/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant signature)

Approved by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head of School Unit)