

ADJUNCT APPOINTMENTS

UNCW One Card Identification (I.D.) Card Form

Online Formats/Instructions

[UNCW One Card Identification \(I.D.\) Card Request Form](#)

When you click on link, you will be directed to a PDF document. Fill out the form online and then print it for signature **OR** print a blank form and fill out by hand or typewriter. A reset button has been added to clear the PDF form. Once the form is completed, it can be saved as a PDF document to your computer. Form should be completed as follows:

1. Please Issue an Identification Card as follows:
 - Employee's, Visitor's or Contractor's Name: *Full Name(First, MI, Last)*
 - University Department Where Employee Works or is Sponsored: *Department*
2. Type of Identification Card Being Requested: *UNCW Sponsored Visitor*
3. Approval to Issue UNCW One Card: *Permanent, Temporary, Contracted Services Employee or Sponsored Visitor*
 - The department must attach a copy of this form to the Recommendation for Adjunct Appointment being submitted for approval.
 - The department retains a copy of form to ensure the UNCW One Card is retrieved at the end of the temporary assignment.
 - The sponsored visitor (adjunct) should hand carry this form to the UNCW One Card office.