

Part-Time/Temporary Employee ID Form

Card Services | Facilities Management

Northwestern

This form must be completed by the authorized supervisor/administrator.

The Part-Time/Temporary Employee ID card authorizes the bearer to:

- Gain access to university buildings
- Obtain library privileges at University Library in Evanston
- Ride the Evanston Loop and Campus Loop shuttles*
- Obtain discounts for Wildcard Advantage program businesses and Northwestern theater and music productions.

This ID Card is not intended for sales solicitation purposes. Part-Time/Temporary Employee ID cards can only be requested by the authorized supervisor/administrator. **Upon the end of employment, the department must collect the ID.**



Sample PT/Temp ID Card

***Note: Part-Time/Temp Employee ID cards ARE accepted on the Evanston and Campus Loop. Part-Time/Temp Employee ID cards ARE NOT accepted on the Intercampus shuttle or the Frostbite shuttles.**

AUTHORIZED DEPARTMENT APPROVER INFORMATION

Evanston Campus Chicago Campus Biometric Card Needed? Yes No

Request Date: _____

Authorized Department Approver Name: _____ NU ID Number: _____

Department: _____

Phone: _____ Email: _____

Campus Address: _____

Authorizing Signature: _____

Note: By signing/submitting this form as the authorized supervisor/administrator, you are certifying that the individual(s) noted below should receive an access card to perform university business on behalf of/within Northwestern University.

**Submission from the Authorized Supervisor/Administrator's email account will satisfy the signature requirement.*

PART-TIME/TEMP EMPLOYEE INFORMATION *Note: You may enter more than one employee on this form.*

| Employee Name | EmplID Number | Department | Expiration Date |
|---------------|---------------|------------|---|
| | | | <small>*Form will not be processed if left blank.</small> |
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ID Card ready photo(s) must accompany this form for EACH individual listed above. Photo layout guidance can be found on our [website](#). Forms will not be processed without ID card ready photos for each individual above.

Card Services Office
Facilities Management
northwestern.edu/wildcard

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Norris University Center
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