# The University of Edinburgh UNIVERSITY CARD ISSUE FORM

Important: This form is for your URGENT

attention.

Please follow the instructions below.

180850

#### 1. Personal Details

MRS. M RECEVEUR
GEOSCIENCES
THE GRANT INSTITUTE
THE KING'S BUILDINGS
WEST MAINS ROAD
EDINBURGH
EH9 3JW

### 2. Instructions

1. Check personal details: Your initials and family name (written above) will be printed on your University Card, to a maximum of 27 letters, including spaces. If these are incorrect, please write the correct spelling below:

- 2. Provide Photograph: Please supply a new, passport-sized, colour photograph of your head and shoulders. As this will be scanned and printed onto your card, you must follow these guidelines to avoid a poor quality image:
  - The photo should be taken against a light coloured background only.
  - Avoid photos that are too light, too dark, too close or out of focus.
  - Avoid computer generated photos as these do not scan well.
  - Photographs that have been used previously, i.e. with staple holes, stamp or ink marks or plastic/laminate coatings, cannot be used.

Write your name on the back of the photo and attach it to the form in the space below. Please use paper glue. Do not use staples or paperclips and take care not to damage your photograph.

- 3. Return your Form and photograph: Please return in the envelope provided, without delay.
- 4. Further Information: Please visit our website at <u>www.ed.ac.uk/is/card</u> for information on how you will receive your card and other card related information.

## 3. Data Protection

The University will use information about you and your University Card usage for the following purposes: to administer access to our services and facilities; to compile statistics; to maintain our information systems; to support your studies (students only). If you have any queries about this, please contact the University's Data Protection Office at recordsmanagement@ed.ac.uk.

Please return this form and your photograph IMMEDIATELY in the envelope provided. Failure to do so will result in your card being delayed.



### Guidelines for affixing photo:

- 1. Write your name on the back of the photograph
- 2. Stick the photograph in the space provided (left) using paper glue.
- 3. Do not use staples, pins, sellotape, paperclips or superglue.