

UNIVERSITY OF OTAGO, CHRISTCHURCH

Summer Studentship ID and Security Access Card Request Form

Name		UO Student Username
Department / Research Group		
Supervisor		
Start / End Date	Start Date:	End Date:
Email address		

Door Description		Tick Access Requested
Lower Grd Floor	Lifts & Stairs – 24 Hour Access	
Ground Floor	Hospital / School Entrance Door (red door)	
Ground Floor	Main Entry Door - 7.45-8.15am for staff	
Ground Floor	Loading Bay	
Ground Floor	Loading Bay to Rolleston Foyer – 24hrs	
Ground Floor	Reception Door: 08:30 – 17:00 for staff or 24-Hour Access	
Ground Floor	Rolleston Theatre Entry	
Ground Floor	Nicholls Research Centre	
Level 1	Lifts, Stairs & Museum Corridor 24 Hour Access	
Level 1	Museum Corridor	
Level 1	Museum Door	
Level 2	Lifts & Stairs – Daytime or 24-Hour access (please highlight)	
Level 3	Lifts, Stairs & Grills – Daytime or 24-Hour access (please highlight)	
Level 3	West Clip-on Office area includes West lifts and stairs	
Level 4	Lifts & Stairs – Daytime or 24-Hour access (please highlight)	
Level 5	Lifts & Stairs - 24 Hour Access	
Level 5	Biomed Office (includes access to level 5)	
Level 5	CREatE Office (includes access to level 5)	
Level 6	Library Users - UOC/CDHB Staff/Student/External Members	
Level 7	Lifts & Stairs - 24 Hour Access	
Level 7	Teaching Rooms and Beaven Theatre and Foyer	
	CDBH Bike Sheds	

Level 2 - to be authorised by Anthony Mitchell

Level 3 - to be authorised by Scott Loeffler or Arron Dyer

Level 4 - to be authorised by Anthony Mitchell

Lab Induction booked

Date: _____

Other Access required (including outer sites and additional CDHB access):

Authorised by:

Administrator / Supervisor

Name: _____ Signature: _____ Date: _____

UOC Levels 2 and 4

Name: _____ Signature: _____ Date: _____

UOC Level 3

Name: _____ Signature: _____ Date: _____

***Approval must be attached**

ID sighted (NZ Driving Licence / Passport)		
Number: _____		Date of Birth: _____
UO ID Ordered (date): _____	UO ID card issued (date): _____	Temp Card returned (date): _____
Card Number & Pin Number		