

Information Technology Division

Application for guest access to the University's network



It is not necessary to complete this form to make use of the eduroam or AlwaysOn wireless networks.

Details of Applicant

Surname/Family Name:	
Full Given Name(s):	
Preferred Name:	
Email Address: (or phone number if no existing address)	
Department/Division: that's hosting you whilst you're at Rhodes	

The Regulation of Interception of Communications and Provision of Communication-related Information Act requires that we keep a copy of your passport or bar-coded South African I.D. book. Please attach such a copy to this application and complete the details below. Note that, in terms of the Act, **drivers' licenses are not acceptable** as identification.

Passport or RSA I.D. number:	
Country of Issue: (if not a South African ID book)	

Category

Please indicate which category of visitor you fit into:

- | | |
|---|--|
| <input type="checkbox"/> Visitor (less than three months) | <input type="checkbox"/> Pending honorary appointment |
| <input type="checkbox"/> Visitor (longer than three months) | <input type="checkbox"/> Honorary appointment |
| <input type="checkbox"/> Retired academic staff member | <input type="checkbox"/> DVC-approved guest |
| <input type="checkbox"/> Affiliated institute staff member | <input type="checkbox"/> <i>Other (give details below)</i> |

Documentation of these categories is available at <http://www.ru.ac.za/identitymanagement/>.

Additional Information

If you are a short-term visitor (less than three months) or do not fit into any of the categories above, please give details of your affiliation with the University to assist us in determining your eligibility. If you've been asked by our Help Desk to provide additional information in respect of your application, you should use this space to do so.

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If you're an existing user or a retired staff member, please let us know your existing or current Rhodes username and/or employee number below:

Current username:		Employee Number:	
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Please indicate the duration of your stay at/association with Rhodes University:

From: (Date)		To: (Date)	
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Note that the maximum duration you may specify above is determined by the category you've selected. Visitors sponsored by a head of department are limited to a **maximum of three months**; longer visits must be sponsored by the appropriate administrative division. All applications are subject to periodic review and may require a new application each year.

Acceptance of the University's acceptable use policy

Use of the University's network, computer and communications facilities is governed by a comprehensive acceptable use policy. A copy of this policy is available online at <http://www.ru.ac.za/aup> and from the Information Technology Division's Help Desk. By completing and signing this application form, you explicitly consent to, and agree to abide by, the terms and conditions contained in the University's acceptable use policy and all associated policies.

Signature of Applicant:	
Date:	

Sponsor

Applications for guest access to the University's network and computing facilities need to be sponsored by an appropriate section of the University. Visitors who are here for less than three months must have this section completed by the **head of the department** or division that's hosting them. Longer-term visitors must attach authorisation from the Research Office in lieu of this section. Affiliated institutes must have it completed by the head of institute. Retired staff, DVC-approved guests and honorary appointments do not need to complete this section as we will obtain authorisation on your behalf.

Staff Member's Name & Capacity:	
Rhodes Email Address:	
Telephone Extension:	
Staff Member's Signature:	

Please note that applications can take up to **two working days** to process, so please submit them early.

If you're not currently at Rhodes and you'd like an account to be ready in time for your arrival, fax a signed copy of this form, together with your ID document to the University staff member who's arranging your stay. Ask them to complete their portion and send it all to the IT Division before you arrive. If you do this, please ensure that your fax machine is set to use "Fine" mode as we cannot accept illegible copies of ID documents.

Office use only	Initial	Date
Form Received:		
Username Allocated:		
RT Ticket Number:	[ru.ac.za #]