

## Sponsored Account – IT and email@dcu.ie access\*

(Please use block capitals)

\* Please note that, in accordance with the Digital Identity Retention Policy, Sponsored Account requests require approval from both the Sponsor and Senior Management

To create an IT account and gain access to an email@dcu.ie, please email the completed and signed form, along with a photo ID (such as a passport or driver's license) and a .jpeg format photo, to [reception@dcu.ie](mailto:reception@dcu.ie)

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Car Reg \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff ID \_\_\_\_\_

Contact details in the event of emergency \_\_\_\_\_

### Sponsor / Senior Management Authorisation

\_\_\_\_\_  
Sponsor's name (Head of Unit)

\_\_\_\_\_  
SMG's name

\_\_\_\_\_  
Sponsor's Staff ID

\_\_\_\_\_  
SMG's Staff ID

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
SMG's signature

School/Unit \_\_\_\_\_

Start Date (required) \_\_\_\_\_

End Date (required) \_\_\_\_\_  
(IT access and email access will cease on this date)



**Non-Staff B NB**  
ID Card, IT Account and [email@dcu.ie](mailto:email@dcu.ie)



**Non-Staff NI**  
International Research Visitor  
(select this option if the visitor is a research collaborator)  
Country: \_\_\_\_\_

#### For HR Office Use Only:

Form of I.D. \_\_\_\_\_

H.R. Authorisation \_\_\_\_\_