

Office of Information Technologies
Non-Employee, Non-Student (NENS)
Access to Campus Services Request Form



To gain access to campus services, please fill out this form and have it signed by your sponsoring Dean, Director, or Department Head. You must provide a response for each item and then return the form in person to the OIT Account Management Office (LGRC A113). Please be sure to bring with you a picture ID and any documentation that supports your affiliation with the University (appointment papers, orders, contract, etc.). **If you are not a U.S. citizen and do not have a Green Card, you must go to the International Programs Office (467 Hills South) before you return this form to OIT.**

Your NENS status may expire periodically, requiring you to reapply to maintain your active status. Active NENS status does not automatically entitle you to a University ID card (UCard) and its associated campus services. If you have any questions about your NENS status or about filling out this form, please contact Yvette Mushenski at 545-1829 or yvette@oit.umass.edu.

Date completed: _____

Check one: I am requesting a new NENS account. I am renewing my NENS account.

Personal Information

Last Name_____ **First Name**_____

Middle Initial_____ **Former Last Name(s)**_____

Date of Birth (mm/dd/yyyy)____/____/____ **Social Security Number**_____

Gender Male Female

Citizenship (if other than U.S.)Country_____

Visa Type_____ **Visa Number**_____

Contact Information

Note: Both mailing and permanent addresses are **required**. If you work, you must provide that address information, particularly if your NENS status is based on your role as instructor, program staff, or other employee.

Address type:	Mailing (Local)	Permanent (Home)	Work (On Campus)
Country	US		US
Address 1			
Address 2			
City			
State			
Postal Code			
Phone #	()	()	()
			Department
			Title
Non-OIT Email			

Sponsor (Dean/Director/Department Head) Information

Name (*Print*)_____ Department_____

Signature_____ Title_____

Phone Number ()_____ Email Address_____

(Continued on next page)

NENS Categories and Expiration Date

Note: Please select **only one** category.

<u>Description</u>	<u>Code</u>	<u>Note</u>
<input type="checkbox"/> 5 College Inc. Staff	5COLL_	
<input type="checkbox"/> Adjunct Faculty, incl. 5 Coll.	ADJNC_	Used for adjunct faculty, visiting instructors, 5-College, etc. - includes foreign "partner faculty"
<input type="checkbox"/> Conference Service Attendee	CNFSV	
<input type="checkbox"/> Continuing Ed Instructor	CEINS	
<input type="checkbox"/> Contract Employee	CNTEM	e.g., Kelly temps, Accenture
<input type="checkbox"/> Grad Committee Member	GRDCM	
<input type="checkbox"/> Intercampus Programs Member	INTER	e.g., Intercampus Graduate School of Marine Sciences and Technology
<input type="checkbox"/> Outreach	OUTRC	Includes Museum, Police Dept, Law Library
<input type="checkbox"/> Pre-employee	PREEM_	Temporary - before new faculty member shows in HR system
<input type="checkbox"/> Religious Center Staff	RLCTR	e.g., Newman, Hillel
<input type="checkbox"/> ROTC Staff	ROTCS_	Instructor, Recruiter
<input type="checkbox"/> Research Assistant	RSAST_	Hired on grants not administered by UMass
<input type="checkbox"/> UMass Foundation Employee	UMFND_	
<input type="checkbox"/> Univ Affiliates - not USFWS	UNPRT	Long-term on campus, but not paid by UMass - i.e., Follett or Mullins Center
<input type="checkbox"/> U.S. Fish and Wildlife Service	USFWS_	
<input type="checkbox"/> Visiting Scholar - U.S.	VSSCU_	

Date NENS status expires _____

Post-Doctoral Status Are you currently a post-doctoral fellow at UMass? Yes No

For OIT staff only:

Received by OIT on: ___ / ___ / ___ Data entry completed by OIT on: ___ / ___ / ___
Received by: _____ Entered by: _____