



Card Services Center • Carmichael Student Center • Suite 219 Mail Stop #0510  
 • Phone 770-499-3436 • Fax: 678-797-2077 • Email [IDServices@Kennesaw.edu](mailto:IDServices@Kennesaw.edu)

**NETID REQUEST FORM for Sponsored GROUPS**

Please Type or Print Sponsor Information (*Sponsor MUST be a KSU Employee*)

First: \_\_\_\_\_ Last: \_\_\_\_\_ **KSU#:** \_\_\_\_\_

School/Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

Group Name/ Affiliation: \_\_\_\_\_

NetID must be valid Beginning: \_\_\_/\_\_\_/\_\_\_ and Expire on: \_\_\_/\_\_\_/\_\_\_ (*1 year max*)

Sponsors' Email: \_\_\_\_\_

**Group Info**

First Name	MI	Last Name	Birth date (mm/dd/yy)	Last 4 of SSN	For Card Ctr Use Only (KSU#)

**Dean/Director Approving this Request**

Name (Please type or print): \_\_\_\_\_

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

Title&School/dept: \_\_\_\_\_

**To Be Completed @ the Card Services Center:**

1. Enter each group member into Request for Services
2. Record KSU# in field following SSN
3. Date & Initial this form
4. Fax to Service Desk (attn Christina) @3452
5. File in Sponsored Group Folder in Records Room

Date: \_\_\_\_\_ Initials: \_\_\_\_\_