

Affiliates require appropriate approvals prior to the individual starting in their role. Please ensure you have obtained approval from the following entity prior to submitting this form to Human Resources for processing:

- Review the Criminal Background Check Policy to determine if CBC is required <https://www.uidaho.edu/human-resources/managers/recruitment/background-checks>
- For Associate Faculty visit: <https://www.uidaho.edu/provost/faculty/appointment>

This request is for V# creation for a housing application

After approval has been granted you can complete this form and submit it to Human Resources for processing. This form is only required if the individual will need access privileges such as, but not limited to: VandalWeb, BBLearn, building access via VandalCard, or has supervisor duties.

Classification (Circle one below)	<input type="checkbox"/> Background Check Completed
Volunteer / Affiliate** <i>See affiliate instructions on back</i>	
Department: _____	
Supervisor: _____	

Affiliate Information – PLEASE PRINT CLEARLY. This information is used to ensure a valid Banner record is created (or discovered if already exists).

Last Name	First Name	Middle Int.	Date of Birth
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Home Address	City	State	Zip	Telephone
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Social Security Number	Country of Citizenship	Marital Status	Gender
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Previous Names Used	Email
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Signature	Date
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AFFILIATE MEMBER EPAF INSTRUCTIONS:

1. Supervisor to complete Classification Information.
**Please include any parties to be notified of affiliate set up under "Supervisor"
2. Supervisor to select Affiliate type below
3. Affiliate member to complete personal information on form & sign
4. Fax form to 208-885-3602 ****DO NOT E-MAIL****
5. HR will email V# after affiliate set up is completed
6. Department will apply an Affiliate EPAF:

MFOSUP	Affiliate Member Appointment
MFAAPT	Reappointing Previous Affiliates
MFTRMS	Term Affiliate Member

7. Vandal Card can be requested by Department after EPAF is completed
8. ITS can be contacted to set up email account after EPAF is completed

Affiliate Types (Indicate Below) all are not paid by the University of Idaho

- A1 = Nonpaid instructional staff.** Affiliates or volunteers that are instructing/teaching/overseeing a course/activity.
- High school teachers teaching dual credit courses
 - Professional development instructors paid by another agency
 - Individuals that are coaching or tutoring
 - Other collaborators of this nature not approved for associated faculty status: International (J1) non-paid visiting professors
- A2 = Nonpaid non-instructional staff.** Affiliates not involved with instructing/teaching/overseeing courses or activities
- Van driver only for activity or program
 - Helpers with health clinic functions
 - Staff of collaborating programs, organizations or institutions (e.g. ROTC program); (J1) non-paid visiting scholars/researchers
- A3 = Nonpaid associated faculty – 1565.** Used for faculty appointments as affiliates or adjunct) See FSH 1565F. University Associated Faculty) approved by the Provost and Executive Vice President, not paid by the University of Idaho.