

Please complete all boxes highlighted in red

Section 1 - to be completed by applicant in conjunction with the notes overleaf

Have you previously had an association with the University Hertfordshire?

If yes, please describe:

What type of application is this:

Member number if known

Title (Mr,Mrs,Dr..)

Date of birth

First name(s):

Family name:

College/Partner address

Telephone number
(in case of queries)

Postcode:

Email address

This must be an email address personal to you; it is where we will send your confidential account details

Please state as fully as possible the capacity in which you are working with the Partner to include module/programme with which you are involved.

By signing this application form you agree to abide by the University of Hertfordshire Policies and Regulations, which can be found at: <https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs>

Signature of Applicant:

Date:

This section to be completed by authorised signatory:

To be completed and signed by the relevant Senior representative at the College / Partner to verify that the applicant is a member of staff at the college supporting the students on University of Hertfordshire courses in the current academic year.

All accounts will be set to expire on 31 July in the current academic year and are eligible for renewal on an annual basis upon receipt of duly authorised renewal requests at the appropriate time.

Name of Authorised Signatory

Job title and department

I authorise this application
(signature)

Date:

Contact details & name or email
address for any queries:

Completed forms may be posted to UH Membership,
Library and Computing Services SBU Office, College Lane LRC
Alternatively, please submit by email - see left.

Membership of the UNIVERSITY OF HERTFORDSHIRE

Notes:

Membership is conferred on individuals who:

- are *participating in* learning, study, research or other educational activities where the university is responsible for the quality of the provision;
- are *involved in the development, delivery and support of* learning, study, research or other educational activities where the University of Hertfordshire is responsible for the quality of provision;
- are *involved in the governance of the University of Hertfordshire*; or
- *upon whom the University has conferred an Honorary Award or title approved by the Board of Governors or the Academic Board*; and
- contractors providing services.

Please give as much information as possible regarding the capacity in which you are working with the University. This will ensure you are given the correct privileges.

Please do not complete this form if you are receiving payment from UH via the UH Payroll system for the role for which you are applying.

The application **must** be authorised by the appropriate UH nominated signatory to confirm it is justified and relevant, i.e. Head of UHSBU or nominee, or nominee from OVC/Secretary & Registrar's office. Please email UHMembership@herts.ac.uk for further information if required.

Exceptions:

External Examiners – registration is via Academic Quality Office.

Exemplas – via HR

Sconul – direct to UH Membership via Sconul application form

Authorising signatories

In accordance with [UPR GV06 'Schedule of Authorisations'](#), Membership of the University may only be authorised by a limited number people, such as the Dean of School / Head of SBU. Authorising Officers may designate other appropriate senior staff as nominees.

Membership forms will not be processed unless such authorisation is received. If you have any queries please contact UHMembership@herts.ac.uk

Completed, authorised forms should be forwarded to **UH Membership, Library and Computing Services**, SBU Office, College Lane LRC, College Lane, Hatfield, Herts, AL10 9AB, or by email to UHMembership@herts.ac.uk

Registrations will be processed as soon as possible. UH accounts will normally be available within 1 working day of processing the application.

ID cards – The UH Membership Team does not produce ID cards, which is carried out by the Student Centre, but you will need UH membership in order for one to be generated.

If you require an ID card, you will be required to take a form of photo ID (driving license or passport) to the Student Centre with a note of your UH Member number.

The Student Centre is located in the Hutton Hub on the College Lane campus.

See [AskHerts](#) for opening hours

If you have any queries or if you are unable to visit the Student Centre in person please contact them to discuss alternative arrangements. You can contact them by email at idservices@herts.ac.uk

If you have any queries regarding UH Membership please contact The UH Membership Manager on 01707 289366 (internal 8566)