

Courtesy Account

Non-Employee, Non-Student (NENS) Application

To apply for access to campus services, complete this form and have it signed by your sponsor (Dean, Director, Department Head, designee, HR Manager, or Business Manager). Return the form to the UMass IT Help Center, LGRC low-rise, Room A109 or Fax to 413-545-4196.

For **renewal** requests please do not fill out this form, instead have your **sponsor** send an email to nensrenewals@it.umass.edu

If you are not a US citizen and do not have a Green Card, do not fill out this form – apply through the International Programs Office (467 Hills South). Not all NENS are eligible for a UCard, go to the IT website (www.it.umass.edu) for details. If you have any questions please contact Account Management at 413-545-9400 (option2).

Today's Date: __/__/____

Last Name: _____ First Name: _____ Middle Initial: _____

Gender: Male Female Date of Birth: __/__/____ Social Security Number: ___/___/____

Home Address: _____
(Address) (City) (State) (Zip Code)

Phone Number: (____) _____ Non-UMass Email Address _____

Work Department: _____ Title: _____

For PRE-Employees Only: **For NENS other than PRE-Employees (May not exceed 3 years):**

Expected Start Date: _____ How Long is the account needed? _____

Email type (please select only one): Default Email (UMail) Exchange Mail

Sponsor: Name (Print): _____ Department: _____

Signature: _____ Title: _____

Phone Number: (____) _____ Email Address: _____

SPIRE ID# _____

IT Staff Only:
 Date Completed: ____/____/____ SPIRE ID#: _____ Entered by: _____