

Submit the completed form to Human Resources at [HR@viu.ca](mailto:HR@viu.ca)

The HR assistant will create the computer account if one was requested.



# Affiliate Status Application Form

This is a digital form, please open with **Adobe Reader** and use the **Fill and Sign** option from the menu to complete this form. Save the completed form with a new file name, then submit the form to HR.

**This Application is a:**                      **New request**                      **Renewal request**

Last Name	
First Names	
Departmental Affiliation	
Title or Function	
Home Address (Street)	
Home Address (City)	
Home Address (Postal Code)	
Home Phone	
Start Date yyyy-mm-dd	
End Date (two year max from start)	
Building Number	
Office Number (if any)	
Phone Local (if any)	

**Affiliate will need:**

**VIU Email**

**VIU Computer Account**

**All lines must be filled in below**

\_\_\_\_\_  
Affiliate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of approving Dean, Director or Principal

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Name of Dean, Director or Principal

\_\_\_\_\_  
Name of Affiliate's VIU Sponsor (If computer account is requested, information will be sent to this person)

NOTE: An Affiliate of Vancouver Island University (VIU) is a person who is not an employee but who has a regular relationship to the institution and may require access to some VIU services. Once registered as an Affiliate in the UBW (HR) system, VIU, at its discretion, can extend this person rights to various services, such as a network computer account, and staff paid parking. Status as an Affiliate lasts a maximum of two years, after which it can be renewed. Affiliates assigned a computer account are bound by the provisions of Use of Information Technology Policy 45.01.