

Cardinal Card

Instructions to sponsor an unpaid exchange visitor or non-registered student for a University Cardinal Card:

- The department will need to provide the exchange visitor with a departmental sponsorship letter. Please see letter on page two. **The letter must be printed on departmental office letterhead and signed by the VP or dean of the department.**
- All exchange visitors are now entered in PeopleSoft and are assigned a UofL ID number. **Please be sure to list this number in the letter to avoid any duplication in PeopleSoft.**
- The exchange visitor should take the following documents to the Campus Card Office:
 - 1) The departmental campus card sponsorship letter
 - 2) Their passport
 - 3) A completed [Cardinal Card Agreement](#)

The Cardinal Card Office is responsible for issuing identification cards to University students and employees as well as managing the Cardinal Cash program and meal plan accounts. You may call them at 852-7520.

The Campus Card allows student, staff and faculty to ride the city bus, TARC, for free as well as the Cardinal Shuttle by showing the Card as you enter the bus.

Building access may be added by the department as well to this card.

The Cardinal Card Office operates a main office on the Belknap Campus and a satellite office on the Health Sciences Center Campus.

- The main office is located in the lower level of the Houchens Building Room LL08K. Hours of operation are Monday to Friday from 8:30 AM - 5:00 PM.
- The satellite office is located in the first floor near the Kornhauser Library. Hours of operation are Tuesdays from 11:00 am - 1:00 pm.

See page two for the Department Request Form

Please print on official UofL letterhead

Date: _____

Dear Cardinal Card Office:

We are requesting a UofL Cardinal Card for the individual named below.

Name: _____ ID Number (if applicable): _____

Sponsoring Department: _____

Affiliate type:

- Part-time/Temporary Employee (not on UofL payroll)
- Visiting Researcher
- Visiting Scholar
- Visiting Student
- Other: _____

Start Date: _____ End Date: _____

Will this person require a card that provides door access? Yes No

Comments:

***Note: This letter only serves as approval for a UofL ID (Cardinal Card).
Access to the library, gym, etc. must be requested directly through that specific office.***

VP/Dean signature (or Chair signature for School of Medicine)

Print VP/Dean name (or Chair name for School of Medicine)