

College of Science Affiliate Request Form

Responsible	Action Required	Enter Information Required
Dept Admin	Create CBC and provide # to BC Manager	
Dept Admin	Send completed/approved CBC# to BC Manager	
Dept Admin	<u>Provide the following information:</u>	
	a. Purpose/Justification	
	b. Complete Name	
	c. Complete Address	
	d. Email	
	e. Phone	
	f. Who is Sponsoring them/Reports To	
	g. Start/End dates	
	h. Highest Education level	
	i. Picture I (Drivers License..)	
BC Manager	Creates Affiliate Request eForm in PeopleSoft	
BC Manager	Notifies department Affiliate eForm approved	
BC Manager	Updates Affiliate Request Log	

Created by: _____

Date Created: _____