UNIVERSITY OF FLORIDA

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SECURITY REQUEST FORM
Graduate Letters of Appointment

Please see the appropriate instructions for each step on the back of this form if you have any questions.

1 Check One only: ☐ Add User ☐ Add Authority Code ☐ Delete User ☐ Delete Authority Code

2 Reserved for Dean/Director/or Department Chair:

I, _____, authorize the above action for the individual named below.
Director or Department Chair (typed)

_____ Name of Department (typed) _____ Director or Department Chair Signature _____ Date

Authorized by: _____ Dean or Vice President's Signature _____ Date

3 User's Name: _____
(Type or Print) Last (comma) First M.I.

4 User's Signature: _____

5 User-ID (SSN): ☐☐☐-☐☐-☐☐☐☐

Home Dept Code: ☐☐☐☐ TKL- ☐☐☐

6 Campus Phone: ☐☐☐-☐☐☐-☐☐☐☐
(Omit area code for SUNCOM)

Campus P.0. Box/Address: _____

7 Access to Input Letter of Appointment

List the authority code(s) that you want to add or delete for this user. Attach additional sheets if necessary.

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8 Access to Input Funding for Tuition Waiver or Remission

List the authority code(s) that you want to add or delete for this user. Attach additional sheets if necessary.

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Return To: Academic Personnel Office, 29 Tigert Hall, P. 0. Box 113005

Academic Personnel Office's Use Only

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Approved By (print). Signature Date