Obtaining a GWorld Card as a University Affiliate

I.   Eligibility

Each University Affiliate is eligible for one GWorld Card only. GWorld reserves the right to limit advance carding, based upon the cycle of the academic year, for any constituent group as needed.

II.   How to Obtain a GWorld Card

A.   Obtaining a GWid - Account Sponsorship

University Affiliates who are applying for a GWorld Card require sponsorship by a University vice president, dean, department head, or manager. If the affiliate is requesting an account as a "Friend of the University," the sponsor must be a University vice president or dean. To obtain a GWid, a the vice president, dean, department head or manager must:

1.   Visit http://helpdesk.gwu.edu/accounts
2.   Scroll to the section that says "Visiting Scholars, Contractors, National Archives Personnel, MFA Staff.
3.   Click the link "Only Account Sponsors Can Request NetIDs" and login using your NetID and password.
4.   Fill out the required information as prompted by the form.
5.   When you are finished, click "finalize request".

This process will establish vice president, dean, department head, or manager as the sponsor of the affiliate and create a record for the individual in the Banner System. This record will have a GWid assigned to it, which must be used for the creation of a GWorld card. Once the above process has been completed ask the affiliate to retrieve the GWid number as follows:

1.   Visit http://GWid.gwu.edu/
2.   Click the button that says "Retrieve your GWid now"
3.   Use one of the three available retrieval methods listed to retrieve the GWid.

B.   Application and Specific Requirements

Once the affiliate has their GWid number they can visit the GWorld Card Office in Suite 501 of the Marvin Center to complete an application. The following additional requirements apply to each specific group

1. **Contractors** must provide documentation of their contract in the form of a typed memo on letterhead by the sponsoring department. This memo must indicate the contractor's name, GWid, length of project/stay and all additional access (beyond just having the GWorld Card for identification

purposes). This memo must be authorized/signed by the department-head or project manager.

2. **Friends of the Library** must provide a signed form-letter (pink) from the Gelman Library to include the name, GWid and length-of-contract.

3. **MFA Staff*** (medical physicians) will give you a memo from the MFA Human Resources along with their application. This application is signed by the director of the MFA HR and includes the cardholder's name, GWid and department. The last 6-digits of the GWorld Card will be notated and the memo will be filed in the MFA Folder. MFA is billed $5.00 per applicant on a monthly basis based upon these memos.

4. **UHS Employees*** (staff members – non-faculty - of the hospital) need to show their white hospital ID-cards and provide their GWid. The cardholder will be charged $5.00 upon receipt of their GWorld Card.

5. **Friends of Foggy Bottom** (local Foggy Bottom residents who get library access as members of the Friends group) will be previously authorized by the Office of the VP for Government, International and Corporate Affairs. Notification in the form of the master "Friends" list or an individual memo will be provided by the Office of the VP for GICA. The cardholder will pay a $5.00 fee.

6. **Permanent Residents/Personal Assistants** (GW Housing Residents grandfathered into their Housing Assignment) will be previously authorized by the Residential Property Management department. Notification in the form of a memorandum from the director of RPM will be provided in advance of each academic year. The residents can also be authorized to have personal assistants whose cards must be updated by RPM every 6 months (6-month expiration process).

7. **Visiting Scholars, Departmental Interns, etc.*** will be previously authorized in the form of a signed memo on departmental letterhead by the sponsoring department. This memo must indicate the visitor's name, GWid, length of stay and all additional access (beyond just having the GWorld Card for identification purposes).

> ***These groups may be excluded from the procedures outlined below. Please contact the GWorld office for assistance with these affiliate types.**

C.   Verification of Identity and Photograph

In order to obtain a GWorld Card, the Affiliate must present to the GWorld Office their GWid, a completed application, any documentation required in Section B above, and a valid government-issued, photo-ID (such as a drivers license, state ID, passport, etc.).

For the purposes of the GWorld Card photograph, individuals may not wear anything that obstructs identification.