Affiliates require appropriate approvals prior to the individual starting in their role. Please ensure you have obtained approval from the following entity prior to submitting this form to Human Resources for processing:

- Review the Criminal Background Check Policy to determine if CBC is required https://www.uidaho.edu/human-resources/managers/recruitment/background-checks
- For Associate Faculty visit: https://www.uidaho.edu/provost/faculty/appointment

☐ **This request is for V# creation for a housing application**

After approval has been granted you can complete this form and submit it to Human Resources for processing. This form is only required if the individual will need access privileges such as, but not limited to: VandalWeb, BBLearn, building access via VandalCard, or has supervisor duties.

Classification (Circle one below)   ☐ Background Check Completed

Volunteer / Affiliate** *See affiliate instructions on back*

Department: _____

Supervisor: _____

Affiliate Information – PLEASE PRINT CLEARLY. This information is used to ensure a valid Banner record is created (or discovered if already exists).

Last Name	First Name	Middle Int.	Date of Birth

Home Address	City	State	Zip	Telephone

Social Security Number	Country of Citizenship	Marital Status	Gender

Previous Names Used	Email

Signature	Date

AFFILIATE MEMBER EPAF INSTRUCTIONS:

1. Supervisor to complete Classification Information.
    **Please include any parties to be notified of affiliate set up under "Supervisor"
2. Supervisor to select Affiliate type below
3. Affiliate member to complete personal information on form & sign
4. Fax form to 208-885-3602 **DO NOT E-MAIL**
5. HR will email V# after affiliate set up is completed
6. Department will apply an Affiliate EPAF:

MFOAPT	Affiliate Member Appointment
MFOSUP	Affiliate Member Appointment / Supervisory Role
MFTERM	Term Affiliate Member / Non-Supervisory Role
MFTRMS	Term Affiliate Member / Supervisory Role

7. Vandal Card can be requested by Department after EPAF is completed
8. ITS can be contacted to set up email account after EPAF is completed

Affiliate Types (Indicate Below) *all are not paid by the University of Idaho*

☐ **A1 = Nonpaid instructional staff.** Affiliates or volunteers that are instructing/teaching/overseeing a course/activity.
- Highschool teachers teaching dual credit courses (nonpaid employee)
- Professional development instructors paid by another agency
- Individuals that are coaching or tutoring
- Other collaborators of this nature not approved for associated faculty status:
    o International (J1) non-paid visiting professors

☐ **A2 = Nonpaid non-instructional staff.** Affiliates not involved with instructing/teaching/overseeing courses or activities
- Van driver only for activity or program
- Helpers with health clinic functions
- Staff of collaborating programs, organizations or institutions (e.g. ROTC program); (J1) non-paid visiting scholars/researchers

☐ **A3 = Nonpaid associated faculty – 1565.** Used for faculty appointments as affiliates or adjunct) See FSH 1565F. University Associated Faculty) approved by the Provost and Executive Vice President, not paid by the University of Idaho.

☐ **A4 = Nonpaid Doctoral-Level with Significant Research**
- Holds a Ph.D. or other research doctoral degree
- Is significantly engaged in research at or with University of Idaho (presence in UI facilities, work with UI personnel and students, or use of UI equipment, facilities, or other resources)
- Examples:
    o Postdoctoral Scholars at UI paid directly by external sources
    o Non-employee with doctoral degree serving as a PI or co-PI on a research grant
    o Adjunct and Emeritus faculty who actively participate in UI research with UI students, facilities or resources.
    o CRITFC or ARS employees at Hagerman Fish Culture Experiment Station

Please return this form to Human Resources by fax: 208-885-3602   **DO NOT EMAIL!**