

Help document: BAS03a – Third Party System request form

Instructions

- This form is used to gather information from new UCT third parties and obtain their consent for its use according to their role.
- Completing the form:
 - **Section 1:** UCT requesters must complete section 1 before sending off to the prospective third party for completion.
 - **Sections 2 onwards:** Prospective third parties must complete from section 2 onwards, as applicable to their role, and return via email to the UCT requester (see section 1) in the UCT department/unit sponsoring your access as a UCT third party.
- Access is granted according to the [UCT role mode for third Parties](#).
- See also: [Conditions governing the issuing of third party identification and access control cards and visitor cards](#)
- * = Required Fields

1. UCT requester name and email address (completed by UCT requester)

Note: UCT requesters in the sponsoring department, must complete this section before sending it to the prospective UCT third party.

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|-----------------|---|
| *Requester name | Enter the name of the UCT role in the sponsoring department capturing this request on the Third Party System. |
| *Email address | Enter the email address of the requester. |

2. Third party identification details

Note: Section 2, 3, 4 and any other applicable sections are completed by prospective UCT third parties.

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|---------------------------------|---|
| *ID Type (ID document/Passport) | Select identification document type (e.g. ID document if South African, or Passport if from a country other than South Africa). |
| *ID document/ passport number | Enter your ID or passport number according to your selection above. |
| *Issuing Country | Enter the issuing country for the ID document/passport. |

3. Third party role and required access dates

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| *Role | Select your UCT third party role which includes access required to fulfil this role. (i.e. either Contractor/Consultant; Council Member; Physical access only; Visiting academic; Visiting student; or Warden family member) See: UCT role mode for third Parties . | |
| *Required access dates | Start date | Enter the date on which third party access must begin. |
| | End date | Enter the date on which third party access must end (no more than 6 months). |

4. Third party personal information

| | | | |
|---------------------|--|-------------------------|-----------------------------------|
| *Title | Enter your official title (e.g. Mr, Ms, Prof., Dr.). | *Initials | Enter your initials. |
| *First name | Enter your first name. | *Preferred first name | Enter your preferred first name. |
| *Surname | Enter your last name. | *Personal email address | Enter your personal email address |
| *Cell phone number | Enter your mobile number. | Land line number | Enter your fixed line number. |
| *Postal address | Enter your postal address (may be a PO Box). | | |
| *Reason for account | Enter the reason for needing a UCT third party account to fulfil the role indicated above. | | |

5. Department of Higher Education and Training / Statistical Information

Note: Only complete this section if your UCT third party role is **visiting academic** or **visiting student**.

| | | | |
|--------------------|------------------------------|---------------------------|--|
| * Date of birth | Enter your birth date. | * Gender | Enter your gender. |
| * Country of birth | Enter your birth country. | * Highest qualification | Enter your highest qualification. |
| * Population group | Enter your population group. | * Disability requirements | If applicable, enter your disability requirements. |

6. Physical access (only complete if required)

| | |
|---------------------------|---|
| *Building access required | If applicable, select to request access to a building |
| Building access notes | Indicate the specific building to which access is required, and/or any other details relating to building access. |
| *Library access required | If applicable, select to indicate whether library access is required |
| *Parking required | If applicable, select to indicate whether parking is required |

7. Network access (only complete if required)

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| *Network access required | If applicable, select to indicate whether network access is required |
| UCT email address required | If applicable, select to indicate whether a UCT email address and account is required |
| Note: Only the Contractor/ consultant and Council member roles are eligible for an email address. | |

8. Affiliation information

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|----------------------------|--|
| *Affiliate name | Enter the name of your employer or the organisation with which you are affiliated or which you are representing (e.g. ABC Consulting). Note: If the you are at UCT in a private capacity, enter "Private". |
| *Affiliate contact details | Enter the contact details of the organisation with which you are affiliated. |

9. Prospective third party agreement

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| *Signature | Enter your name to confirm that the information provided is correct and complete and that you agree to it being used for the purpose and duration indicated above. |
| *Date | Date of signing agreement. |