## SECURITY REQUEST FORM <br> Graduate Letters of Appointment

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

| Check One only: | $\square$ Add User |  | $\square$ |
| :--- | :--- | :--- | :--- |
|  | $\square$ Add Authority Code |  |  |
|  | $\square$ Delete User | $\square$ | Delete Authority Code |


| Reserved for Dean/Director/or Department Chair: |  |  |
| :---: | :---: | :---: |
| I, $\ldots$ Director or Department Chair (typed) |  |  |
| Name of Department (typed) |  |  |
| Authorized by: | Director or Department Chair Signature |  |

User's Name:
(Type or Print) $\qquad$
User's Signature: $\qquad$

User-ID (SSN):




Home Dept Code:


TKL-


Campus Phone:
(Omit area code for SUNCOM)


Campus P.0. Box/Address: $\qquad$
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.


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.


Return To: Academic Personnel Office, 29 Tigert Hall, P. O. Box 113005
Academic Personnel Office's Use Only

