

Standard operating procedure: Application for a valid UFS access card.

Tenants, service providers and users of UFS facilities/services.

1. Complete the application form on the UFS web page under Protection Services <https://www.ufs.ac.za/supportservices/departments/protection-services-home>.
Or visit www.ufs.ac.za and click on Admin & Services (fourth icon, top right), scroll down, and click on Protection Services.
2. Attach a copy of a document to verify positive identification: ID / driver's licence / passport.
3. Attach a copy of the declaration by the department to whom a service is rendered / from whom you receive a service / employer (as applicable).
4. Submit the completed application form and attachments via the web page.
5. Allow three working days for approval and processing by relevant UFS departments.
6. A mail will be sent to the e-mail address provided on the application form to confirm that processing has been completed.
7. On receipt of the e-mail, please make a payment of (R95-00) at Absa Bank:

Name of Account	University of the Free State (Main Account)
Branch Code	632005
Account Number	1570850071
Swift Code for International Transfers	ABSAZAJJ

Reference

ONE of the following:

413 directly followed by	ID Number	for	Access Cards
413 directly followed by	Student Number	for	Access Cards
413 directly followed by	Employee Number	for	Access Cards

8. Visit the UFS Card Division with the proof of payment, at the Main Campus, Thakaneng Bridge to have your photo taken and your access card issued.