

ACTION: <input type="radio"/> Appointment <input type="radio"/> Reappointment <input type="radio"/> Update <input type="radio"/> Termination							
TYPE OF APPOINTMENT: <input type="radio"/> Academic <input type="radio"/> Non-Academic <input type="radio"/> Student Affiliate							
I. SPONSORING DEPARTMENT INFORMATION:							
Date		Contact Name (First, Middle, Last, Suffix)			Email		Phone
Dept. Number		Fund	Class	Account	Business Unit	Project	Activity
II. AFFILIATE INFORMATION:							
Complete Name (First, Middle, Last, Suffix)					Email Address		
USC ID and SSN**					Date of Birth		Gender
**The Social Security Number is requested solely for administrative convenience and record keeping accuracy, & to provide a personal identifier for internal records.							
U.S. Residence: Street Address			Apt	City	State	Zip Code	Phone Number
Campus Address: Home Department Name			Home Dept. Number		Campus Building/Room/Phone		
Primary Job Title							
Affiliation Dates:							
(Not to exceed 5 years)		Begin Date		End Date			
Background Check Required:		<input type="radio"/> Yes	<input type="radio"/> No	<input type="checkbox"/> On File			
Please see University Policy HR 1.90 Job Reference and Background Checks at http://www.sc.edu/policies/hr190.pdf to determine if a background check is required.							
U.S. Citizen:		<input type="radio"/> Yes	<input type="radio"/> No	If no, sponsoring unit must complete and send Form IS-1 to HR Int'l Support: HR Toolbox (non-student affiliates only)			
III. ACADEMIC AFFILIATES:							
Education: Institution Name							
Degree Earned		Major		Program		Date	
IV. REQUIRED APPROVALS							
Affiliate							
By signing, the Affiliate agrees to comply with all relevant University policies and procedures as outlined in University Policy UNIV 2.50.							
		Print Name		Title		Signature	Date
Sponsoring Department							
By signing, the Sponsor attests to having provided information to the Affiliate regarding all relevant University policies and procedures as outlined in University Policy UNIV 2.50.							
		Print Name		Title		Signature	Date
Department Chair/Dean/Provost							
		Print Name		Title		Signature	Date
Form Received by USCA Human Resources						Date	

For Affiliates RE: System Access: You will soon be receiving an email to the personal email address provided above from iamnoreply@mailbox.sc.edu to claim your network username account from the University System. The email will outline the steps you need to take within 48 hours to claim this information. Please monitor your personal email for this notification, including checking spam folders, to ensure meeting the 48-hour deadline.