Dear Sir/Madame,

As a member of Umons, you will need an identification badge. This badge will enable you to enter secure areas of the University and, if you have to clock in, it will enable you to manage your working time.

In order to obtain one, a recent passport photograph is required. This photograph, together with a copy of the form attached, should be sent to the GIRH of the Human Resources Department at 20, Place du PARC, 7000 Mons as soon as possible.

In the meantime, if you are required to clock in, you can send details of the times of your working day via the application UNIWEBTIME to be found at the website http://www.umons.ac.be/uniwebtime.

Ref : UMONS Identification badges
REQUEST FOR A UMONS IDENTIFICATION BADGE

This form, duly completed, is to be returned to the GIRH of the Department of Human Resources, 20, Place du Parc, 7000-Mons, Belgium

PHOTO OF QUALITY AND SIZE OF A PASSPORT PHOTO

The photograph should be 45mm high by 35 mm wide. The size of the head (including hair) should occupy between 25 and 40 mm of the photo. The background should be entirely white and the head uncovered. Please attach the photo to the space provided here.

SURNAME (in capitals): ________________________

FIRST NAME (in capitals): ______________________

INTERNAL TELEPHONE N°: ______________________

DEPARTMENT: ______________________

BUILDING: ______________________

(IF APPLICABLE, N° OF PREVIOUS BADGE: _________________)

PRIVATE E-MAIL ADDRESS : ______________________________________