Courtesy Affiliation ID Request Form

This form should be used for all Courtesy Affiliation ID Requests on a fiscal year cycle ***except*** for adjunct faculty (NADJ) and early on-boarding for future employees. To request an Affiliate ID for adjunct faculty, please use the Academic Personnel System accessed through **myASU>Teaching & Student Support Tools>Academic Personnel**. To request an Affiliate ID for future hires, please follow the Courtesy Affiliate process outlined in the following guide at https://www.asu.edu/courses/oasis/CampusCommunity/TRN-CourtesyAffiliates.pdf. Complete the fields below, including Chair/Director approval, and forward a scanned copy to the dean's administrative assistant of your division. You may then process your **new** or **renewal** courtesy affiliate.

Date of Request: **Type of Request:** (check one) ○ New Request ○ Renewal If renewal, current ASU ID#:

CANDIDATE DETAILS

Candidate Last Name:	
Candidate First Name, MI	
Social Security #:	
Date of Birth:	
Email Address outside of ASU:	
Is this candidate an MD?	○ Yes ◉ No
Has candidate had a prior affiliation with ASU as a student, employee, or affiliate?	○ Yes ◉ No
If a non-U.S. citizen, indicate visa status: (J1, DB10, etc.)	

Candidate's Current Company or Home Institution:	AFROTC (Name)
Company/Institution Address: (Street, City, State, Zip code, Country)	951 S. Cady Mall (Street) Tempe, AZ 85287 (City, State, Zip code) United States (Country)

AFFILIATION DETAILS

Type of Affiliation:	Visiting Student	Crosstown School:_____
Start Date of Affiliation:	Fall 2025	Class Day/Time: AES 101 _____
End Date of Affiliation: (no later than June 30 of current FY)	Spring 2026	AES 201 _____
Candidate ASU Campus Location: (optional)	Social Sciences Bldg # 348 (Office/Room #)	480-965-3181 (Phone #) 4801 (Mail code)
Justification:		

UNIT CONTACT and APPROVALS

Sponsoring Unit:	Air Force ROTC	
Unit HR Department Code:	B1720	
Unit Contact:	Rachael Duncan	
Unit Contact ASUrite:	rvduncan	
Chair/Director Name and Signature:	Lt Col .D Shane Richardson	_____ (signature)