



Application Form for NSCAD Shop & Studio Access

Please note: Access is valid for one year from date of issue or to the appointment date if it comes sooner.

-If all requirements are complete, allow 72 hours for processing application.

Authorization for access to individual Shops or Studios which have electronic card access must be arranged and signed by the Technician or faculty from that department.

1. Name (Last, First): _____

3. Phone Number: _____ E-mail: _____ Course or Dept. _____

4. Student ID Number: _____ Student Signature _____

2. Applying for access to which shop or studio: _____

*NSCAD ID Number is a **mandatory requirement** you will **not** be provided with additional access without one.

5. Instructor or Technicians Signature: Print _____

Sign _____

<u>For Office Use Only</u>	
NSCAD Security Authorization:	Date:
_____	_____
Proximity Card Activated on (Date):	Expires on Date:
_____	_____

Any personal information collected on this form will be used to provide you with access. Should it become necessary to contact you with respect to the use or availability of our services, we will use the personal information on this form to do so. We will not use your personal information for any other purpose. By applying for access you are consenting to the use of your personal information for this purpose. We will retain a copy of your personal information in a secure area for as long as you require access.

Please return your signed form to the Service Center