

Stanford Identification Cards

Authority This Guide Memo was approved by the President.

Summary This Guide Memo lists identification cards used at Stanford University, and indicates their uses. Section headings are:

1. PURPOSE OF IDENTIFICATION CARDS
2. MANAGEMENT OF IDENTIFICATION CARDS
3. TYPES OF IDENTIFICATION CARDS
4. USE OF FACILITIES AND SERVICES

1. PURPOSE OF IDENTIFICATION CARDS

- a. **Association with the University** – Stanford University makes available an identification card for individuals who have certain associations with the University. The purpose of the card is to identify and document this relationship.
- b. **Use of Facilities** – Certain facilities and services of the University are available only to persons who have a specified association with the University. The identification card is a convenient means of identifying an individual having a relationship to the University which provides access to and use of these facilities and services. (See section 3 for some specifics on limitations.)
- c. **Electronic Identification and Authentication Systems** – The identification number printed on the faculty/staff and student ID cards is linked to other personal identifiers such as University ID and SUNet ID that identifies users of the University's computer systems and networks. For more information, see Guide Memo 64, Identification and Authentication Systems, <http://adminguide.stanford.edu/64.pdf>.

2. MANAGEMENT OF IDENTIFICATION CARDS

- a. **Expiration Date** – Identification cards have either a printed or electronic expiration date. ID cards are issued, reissued, and replaced (if lost) as specified in section 3, below.
- b. **Surrender of Cards** – When a holder's designated association ends or changes prior to the expiration date, the card is invalid for continued use of University facilities and services. The Stanford Card is the property of Stanford University and must be surrendered upon the earlier of termination of association with the University or upon request of a supervisor or other appropriate University official.

3. TYPES OF IDENTIFICATION CARDS

Information in this section provides names of identification cards, their issuance/replacement sources, and related issuance policies.

- a. **Issued by Student Financial Services for Information Technology Services (IT Services)** – These cards are all electronically-validated photo ID cards. The cards will not be reissued on a regular basis, as they bear no validation dates. Applicants for these cards must bring proof of their University association as noted below and an official photo ID (e.g., driver's license or passport) when they come to request a card. If a card is later lost or stolen, the cardholder must immediately report this loss/theft to the ID Card Office. The lost or stolen card will then be invalidated. Damaged, lost, or stolen cards will be replaced upon request. A fee is charged for replacement cards; the fee is waived when the damage was not due to negligence or, in cases of theft, and when the cardholder has evidence of filing a police report. For more information see <http://www.stanford.edu/services/campuscard/>.

- **Stanford "Student" Card** – A machine-readable photo ID card issued to authorized students (undergraduates, graduate students, terminal graduates, Master of Liberal Arts (MLA) students in Continuing Studies, auditors on attendance permit, and postdoctoral scholars). These cards are valid only while the cardholder is registered.
- **Stanford "Faculty/Staff" Card** – A machine-readable photo ID card issued to regular faculty and staff, retired and emeritus faculty and staff, and a small number of specially-qualifying individuals associated with an entity having certain ongoing academic or business relationships with the University. These cards are valid only while the cardholder remains employed as regular faculty/staff, holds retiree or emeritus status, or is associated with the entity having such a qualifying relationship.
- **Stanford "SLAC Fac/Staff" Card** – A machine-readable photo ID card issued to regular faculty and staff with current appointments at SLAC. These cards are valid only while the cardholder remains employed as regular faculty/staff or holds retiree or emeritus status.
- **Stanford "Board of Trustees" Card** – A machine-readable photo ID card issued to members of the Board of Trustees. These cards are valid while the cardholder remains on the Board.
- **Stanford "Courtesy" Card** – A machine-readable photo ID card that facilitates authorization for use of certain University services by the groups listed below. It is issued, upon request, to:
 - Spouses and same-sex domestic partners of regular faculty and staff (active or retired/emmeritus). These cards are valid while the cardholder remains the spouse/partner of a regular or retired/emmeritus faculty or staff. These cards only be issued upon presentation of the faculty/staff member's ID card and some proof of marriage or domestic partnership.
 - Spouses and domestic partners (same- and opposite-sex) of students. These cards are valid while the cardholder's spouse/partner remains a registered student. These cards can only be issued upon presentation of the student's ID card and some proof of marriage or shared residence.
 - Voluntary Clinical Faculty. These cards are valid while the cardholder has a current appointment as Voluntary Clinical Faculty. These cards are issued upon presentation of a valid paper Voluntary Clinical Faculty ID card (see 3.e. below).
 - Visiting Faculty (of any rank), Consulting Faculty (of any rank), or Teaching Associates. These cards are issued upon confirmation in the Provost's Office data base (of official faculty appointments) that an appointment has been made and approved. These cards are valid for the duration of the official appointment.
 - Stanford Health Services employee. These cards are valid while the cardholder retains his/her employment. These cards can only be issued upon presentation of valid paper hospital employee identification card.
 - Employee of Lucile Salter Packard Children's Hospital at Stanford. These cards are valid while the cardholder retains his/her employment at LSPCHS. These cards can only be issued upon presentation of valid paper LSPCHS identification card.
 - Certain non-Student holders of Meal Plans at the University (e.g., children of Resident Fellows). These cards are valid in the Dining Halls only, for validation of meal plan privileges for specified periods.

b. Issued by the Registrar's Office

Auditing Card – A paper card issued, for auditing purposes, to spouses and same-sex domestic partners of University faculty who have been approved for auditing, and to others as approved by the Registrar. (For policy on auditing courses, see Guide Memo 27.4, Tuition Privileges, http://adminguide.stanford.edu/27_4.pdf) These cards are issued quarterly, upon approval of auditing privileges.

c. Issued by Payroll & Records

- **Associate Card (for short-term employees)** – A paper card issued at the written request of a department for a specified period to part-time (less than 50 percent) and short-term (less than six months) employees who are paid through the University payroll system.

d. Issued by Departments and Certain Other Entities

- **Associate Card (for nonemployees)** – A paper card issued for a specified time to individuals who perform services for the University without being paid as employees. The entity (having certain ongoing academic or business relationships with the University) or Stanford department should request, in writing, the blank stock "Associate" cards from Payroll & Records. The organization issuing the card handles all record-keeping.
- **Visiting Scholar Card (for nonemployees)** – A paper card issued for a specified time (but not to exceed one year) to individuals who are invited by a department or entity (having certain ongoing academic or business relationships with the University) to visit the University without being paid as employees. Visiting scholars must hold a doctoral degree (or be a recognized expert in their field) and be from an outside institution or organization. The entity or Stanford department should request, in writing, the blank stock "Visiting Scholar" cards from the Registrar's Office. The organization issuing the card handles all record-keeping.

e. Issued by Conference Office

- **Conference Identification Card** – A paper card issued for a specified period to individuals who are participating in summer conferences and institutes but who are not registered as students.

f. Issued by Medical School

- **Voluntary Clinical Faculty Card** – A paper card issued annually or for a specified period to members of the voluntary clinical faculty of the Medical School.

g. Issued by Department of Athletics, Physical Education, and Recreation (DAPER)

- **Dependent Card** – A paper card issued annually or for a specified period to the children of faculty and staff. Before issuing a Dependent Card, DAPER must verify the employee's "Faculty/Staff" Stanford Card.

h. Issued by the Continuing Studies Office

- **Continuing Studies Student Card** – A paper card issued quarterly to registrants in Continuing Studies courses, except for those pursuing the Master of Liberal Arts degree.

4. USE OF FACILITIES AND SERVICES

The privileges enabled through use of one of the identification cards described above vary widely, in accordance with the variety of associations with the University. In this section, notes about certain privileges are detailed for reference purposes only, and no reliance should be placed on these descriptions to detail all University facilities and services and the eligibility criteria required for their use. Eligibility criteria are often defined by the management of that particular facility or service and are subject to change without notice.

a. Department of Athletics, Physical Education, and Recreation

- (1) **Stanford "Student", "Faculty/Staff", "SLAC Faculty/Staff" or "Board of Trustees" Cards** – Accepted for all athletic events and facilities, subject to payment of established amounts, if any, for tickets or use fees.
- (2) **Visiting Scholar Card, Dependent Card, and Stanford "Courtesy" Card** for eligible student, faculty, or staff spouses and domestic partners – Same as (1) above, except that regular green fees are charged for use of the golf course.

- (3) **Stanford "Courtesy" Cards for Voluntary Clinical faculty, Consulting Faculty, Packard Children's Hospital and Stanford Health Services holders of "Courtesy" Cards, Associate Card, Voluntary Clinical Faculty Card, and Stanford "Courtesy" card** for spouses of these individuals – Accepted as in (1) above, except that use of the golf course is not available to holders of these cards.
- (4) **Conference Identification Card** – Permits the holder to purchase a ticket to swim, use the golf course at guest rates (selected conferences only), and use tennis courts and other recreational facilities without charge.
- (5) **Additional Limitations**
 - An identification card will be accepted when presented by the spouse or domestic partner but not when presented by children of the individual to whom the card is issued. Children, if eligible, can obtain a Dependent Card from DAPER (see 3.f above).
 - Copies of identification cards will not be accepted.
 - Faculty/staff special ticket prices apply to a maximum of two tickets per card.

b. Libraries

- (1) **The University Libraries** have written regulations for the use of libraries. Staff at the Privileges Desk in the Green Library supply details regarding the exact nature of library privileges.
- (2) The use of **other campus libraries** (Lane Medical, Jackson Business, Hoover Institution, Robert Crown Law, and Stanford Linear Accelerator Center) may be determined from each library. A Stanford identification card is helpful in making this determination, but does not assure access to and other uses of the library.

- c. Parking Permits** – Parking permits can be obtained from Transportation Services, 340 Bonair Siding, by holders of all cards described in this Guide Memo, excepting Conference Identification Cards. Holders of Conference Identification Cards may obtain a temporary parking permit at the residence hall of their group.