

## Instructions for Applying for University of Arizona Affiliate/Associate Membership

To obtain Affiliate/Associate Member status with the University of Arizona (UA), please follow the steps outlined below.

1. Request a letter of employment verification from the NOAO Human Resources office in the Central Administrative Services (CAS) building at 1715 East Second Street; Tucson, Arizona. You may e-mail your request to [hrnoao@noao.edu](mailto:hrnoao@noao.edu).
2. Human Resources will then prepare an **employment verification letter** and an **Affiliate/Associate Appointment Form** on your behalf. These will be sent to you via intra-office mail or other method as appropriate.
3. Download an application form from the UA website <http://www.hr.arizona.edu/forms.php>. Once at the website, follow these steps:
  - a. Click on the **Affiliate/Associate Forms** link.
  - b. Download the **Affiliate/Associate Information Form** in the format you prefer (PDF or MS Word).
4. Complete all sections of the **Affiliate/Associate Information Form**, sign your name at the bottom after "Affiliate/Associate Signature," and enter the current date at right.
5. Send a **vitae or resume**, the **Affiliate/Associate Information Form**, the **Affiliate/Associate Appointment Form**, and your **employment verification letter** to:

[ATTN: Ted Davis](mailto:ted.davis@noao.edu)  
[Assistant Dean of Finance](mailto:ted.davis@noao.edu)  
[College of Science](mailto:ted.davis@noao.edu)  
[Gould-Simpson Building, Room 935](mailto:ted.davis@noao.edu)  
[1040 E. 4<sup>th</sup> Street](mailto:ted.davis@noao.edu)  
[University of Arizona](mailto:ted.davis@noao.edu)  
[Tucson, AZ 85721-0077](mailto:ted.davis@noao.edu)

6. Once the UA approves your application, you should receive a written notice from them via mail. This notice will contain your UA Employee Identification (EID) number, which you will need to obtain or reactivate your UA CatCard. Please note that the approval process may take several weeks.
7. Upon receipt of written confirmation, do one of the following, depending on which situation applies to you:
  - a. **Obtain a UA CatCard for the First Time:**
    - i. Bring your UA Employee Identification (EID) number and a photo ID to the UA CatCard Office (see **7.c.** for address).
    - ii. Complete the CatCard disclosure form and obtain your card. Please note that the \$25 fee is waived for NOAO/NSO employees.
  - b. **Re-Encode an Existing UA CatCard:**
    - i. Bring your UA Employee Identification (EID) number and a photo ID to the CatCard Office (see **7.c.** for address).
    - ii. Request that your CatCard be re-encoded. This will code it with your UA Affiliate or Associate Membership status, thus allowing you to use it to get discounts, etc.

If you are both an NOAO/NSO employee and a UA student, then your card will show “dual status.”

- c. **Location of UA CatCard Office:** University of Arizona Student Union, 1303 East University Boulevard, Room 278 (second floor). The office is in the northwest corner of the building, directly across from the Meal Plan Office and caddy corner from Wells Fargo. Their phone number is 520-626-9162. For hours of operation and general information, visit their website at <http://www.catcard.arizona.edu/>.

### **Important Notes**

- Your UA Affiliate/Associate member privileges are granted for the UA fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>). The NOAO Human Resources office will renew your privileges annually for as long as you are an eligible employee.
- The University instituted this system primarily to prevent the continued loss of library materials. AURA staff will be notified with any future updates as this process takes place.