



Please bring this completed form and one of the following forms of identification (Driver's License, State Issued ID, Passport, or a Military Issue ID) to:

BG1 Plus, www.bgsu.edu/bg1plus
 112A Bowen Thompson Student Union
 Phone: 419-372-4127 Fax: 419-372-4364

SECTION A: DEPARTMENT INFORMATION

Department Name:

Department Code:

Department Contact Name:

Fund #:

Department Email:

Account:
default is 53900 if not specified

Department Phone #:

Program Code:

Select Campus Affiliation:

Undergraduate Student
 Graduate Student
 Faculty/Staff
 Chartwells

ELS Student
 Visiting Scholar
 Campus MultiFaith Alliance
 ELS Staff

Consultant
 Special Appointment
 Post Doctoral Faculty Fellow
 Other:

Employees must have an active employee status before a BG1 Card can be issued. An active BGSU email account must be set up at least one hour prior to obtaining a BG1 Card. All students must be registered for classes for a current or future semester.

 Signature of Budget Administrator

 Printed name of Budget Administrator

SECTION B: EMPLOYEE/STUDENT INFORMATION

Employee/Student Chosen Name:

Employee/Student BGSU ID #:

Employee/Student Legal Name:

SECTION C: TO BE COMPLETED BY BG1 PLUS

Date Produced:

Type of ID checked:

Employee Initials:

DL MID
 SID OTHER
 PP