Application for the Interchange-for-All Program
Last updated: January 2010
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OFFICE USE ONLY	DONE [ ]
Date Received:	
Valid Until:	

Please see the next page of this form for the Interchange-for-all (IfA) Eligibility Rules.

DEPARTMENT OF PEDIATRICS: Juan Francisco Tellez is the Departmental Computing Accounts Officer and can purchase/renew the account for you. Please fill in this form and return it to Juan in Room 2D19 of the BC Children's Hospital.

Please Note: If you do not have a Campus-Wide Login (CWL) account, you will need to sign up for one prior to applying for your first Interchange Email/Dial-up account. Remember that your CWL username will become a part of your email address in the following format: username@interchange.ubc.ca. To sign up for CWL, please follow the instructions at www.cwl.ubc.ca

Please PRINT CLEARLY:

Name of Applicant: *(first, middle, last)* _____

Date of Application: _____

Campus-Wide Login (CWL) Username: *(REQUIRED)* _____

Department: _____
        Sub-Department: _____

UBC Employee ID *(7-Digit):* _____
        UBC Title: _____

Work Phone Number: _____

I ( ) do / ( ) do not have a NetInfo account.

Please check: ( ) New Account (IfA-Express-5)   ( ) Faculty   ( ) Staff
        Mailing Address:

_____
Signature of Applicant

For tenure-track faculty and M&P staff, please have the Administrative Assistant complete this section.

I hereby confirm that the above applicant is eligible, because he/she is a General-Purpose-Operating-Fund or grant-supported, full-time tenured or tenure-track faculty, librarian, or administrative and professional staff.

Name of person confirming: _____
UBC Administrative Title: _____ Confirming signature: _____

For other staff & positions, please have this section completed:

I hereby approve the above applicant for the IfA program. This program extends to other staff under specific approval by UBC Department Heads.

Division Head/Division Head Administrative Assistant/Lab Manager: _____
        Authorizing Signature: _____

Interchange-for-All Eligibility Rules

Holders of existing Interchange subscriptions who are eligible for Interchange-for-All (IfA) can receive a rebate (credited to the original purchaser) of the value of the Express 5 service for the remaining 30-day intervals of their current subscription.

An individual is entitled to at most one IfA-5 account at any given time. Netinfo is considered to be an equivalent of the Express-5 and therefore students who have, or are eligible to have a Netinfo account, do not qualify under this program.

General Eligibility Rule

Eligibility for the Interchange-for-All program extends to all General Purpose Operating Fund or grant-supported, full-time tenured and tenure-track faculty, librarians, administrative and professional staff.

Special Authorization rule

Eligibility for this program extends as well to other staff (including unionized staff and clinical faculty) under specific approval by department heads. (*This form must be completed. It should be held on departmental file if processed by a Departmental Computing Accounts Officer*)

Professors emeriti are also eligible for the IfA program upon specific approval by department heads. There is a separate application form for this. Please contact Juan Francisco Tellez for this form.