

Request for a Spouse or Dependent OneCard

To have a spouse or dependent OneCard created, please mail the following to the OneCard Office in Stoddard Hall 24:

1. This form with the information completed,
2. A passport style photo of the person receiving the card. *[Required for Initial cards only]*
3. A check payable to Smith College for the card fee. (\$15 for the initial card or \$20 for a replacement card).

The completed OneCard will be mailed to the campus address of the sponsoring employee.

Requirements:

- Photos must be in a passport style pose (i.e. just the individual's head and shoulders square to the camera against a plain white background), and be 2" x 2" in size. (no hats or sunglasses please)
- The sponsoring employee must be a benefited Smith College employee, who qualifies for a OneCard.
- The spouse or dependent receiving the card must be registered with Human Resources.
- **Dependents must be a minimum of 16 years of age.** Standard OneCard eligibility for dependents is until their 19th birthday. Dependents enrolled as a full time student in an accredited college or university can have their card extended to their 23rd birthday by requesting an extension and providing a copy of their college ID.
- Allow one to two weeks for processing. *
- If you are not able to provide a passport style photo, please return this form to the OneCard office and we will contact you to arrange a time for the card recipient to come in to have a photo taken and provide payment.

Spouse and dependent OneCards provide access to the gym and other athletic facilities, as well as all borrowing rights at Smith College libraries. For gym use enter through the lower level doors and swipe in at the equipment booth.

Type of Card: ___ Spouse ___ Dependent

Is this a replacement of an existing card? Yes / No [Replacement requests do not require a photo]

Name of Person receiving the Card: _____

Date of Birth: _____ (Dependent Only)

Information for Sponsoring Smith Employee:

Name: _____ Employee's ID # _____

Campus Email: _____ Campus Phone # _____

Campus mailing address: _____

* **Note:** Spouse and dependent card requests may not be processed from the last week of August through the second week of September due to new school year work load.

Questions or concerns call 413-585-3082, email onecard@smith.edu or come to the Smith OneCard Office in Stoddard Hall, room 24.