

**The Ohio State University  
Ohio Agricultural Research and Development Center  
Arrival/Registration Form**



**New or Transfer Employees: Check one**

- Regular CCS     Faculty     Visiting Scholar  
 Regular A & P     Temporary     Inter-Department Transfer  
 Student     Graduate Res Assoc     Other

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Title \_\_\_\_\_ Advisor/Supervisor \_\_\_\_\_  
 Department \_\_\_\_\_ OSU Internet Username \_\_\_\_\_  
 Work Phone \_\_\_\_\_ Existing Email Address \_\_\_\_\_  
 Room # & Building \_\_\_\_\_ Estimated Departure Date \_\_\_\_\_  
 Hire Date \_\_\_\_\_

**Keys Requested**

Key#	Bldg	Room	Dept Approval	Date	Key#	Bldg	Room	Dept Approval	Date

**Hiring Department Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Keys Issued by Facilities Service**

Key #	Key #	Key #	Key #	Key #	Key #
Date	Date	Date	Date	Date	Date
Issued By	Issued By	Issued By	Issued By	Issued By	Issued By
Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By	Rec'd By

**OARDC Human Resource Approval Signature for ID** \_\_\_\_\_ **Date** \_\_\_\_\_

**OARDC Information Technology Approval Signature for Email** \_\_\_\_\_ **Date** \_\_\_\_\_

**OSU ID – ATI OSU Picture ID issued** \_\_\_\_\_ **Date** \_\_\_\_\_

