

Application for locking authorisation

- FH-main building (Bielefeld) with
 FHCard Keycard
- Campus Minden with
 FHCard Keycard Key*
- Campus Gütersloh with
 FHCard Keycard Key*

| | | |
|---|-----------|---------------------------------|
| Personel Data | | |
| Name, first name | Email | Matriculation number (students) |
| Institution/faculty | Telephone | Card number (FH cardholder) |
| External employee? <i>(i.e.: external employee of ASTA or HDW/NRW)</i> | | |
| <input type="checkbox"/> no <input type="checkbox"/> yes | | |
| Access Authorisation | | |
| <input type="checkbox"/> new <input type="checkbox"/> delete <input type="checkbox"/> modify | | |
| Reason for application <i>(e.g.: new employee/ departure of employee, change of workplace)</i> | | |
| | | |
| Temporary? <i>(Limitation is especially recommended for students, temporary contracts and external employees)</i> | | |
| <input type="checkbox"/> no <input type="checkbox"/> yes, until: | | |
| Room-/door numbers | | |
| | | |
| The current policy on locking mechanism must be followed <i>(www.fh-bielefeld.de → Suche: „Schließmedienrichtlinie“).</i> | | |
| Date and signature of applicant | | |
| | | |
| Date and signature of responsible Prof., Head of Faculty <i>(name also in capital letters)</i> | | |
| | | |

Processing takes place according to applicant's:

Campus Minden → FHCard: Room B 117 | Key: Room E 01 (Campus Minden)
 Faculty of Engineering and Mathematics → Room E 221 (FHG)
 Faculty of Social Sciences → Room C 112 (FHG)
 Faculty of Business and Health → Room B 332 (FHG)
 Library and data processing center → Room B 014 (FHG)
 Others (university administration, student union, service providers, etc.)
 → Room A 419 & A 421 (FHG)

Processing note
Done by/ date

LSM-registered card programmed

