**Mobile/PDA Application Form**

**NEW MOBILE NUMBER**

**New connection**

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| Applicants Name: | |  | | | | | | |
| Department /Unit: | |  | | | | | | |
| Extension Number: | |  | | | | | | |
| Reason for requiring a University mobile phone | | | | | | | | |
|  | | | | | | | | |
| Are you applying for a standard contract and handset?  e.g. Nokia C2-01 | | | | | Yes | | | No |
| The standard handset and contract specification is reviewed regularly and can be obtained from Buildings & Estates Office. If you believe you require a non-standard handset (e.g. iPhone) or contract, please contact Buildings & Estates Office to discuss your needs. You will need to submit a full business case to support your application- Please see below \*\* | | | | | | | | |
| Voice Only  Voice Plus Data bundle | | | | | Yes  Yes | | | No  No |
| Please state the type of contract being applied for: | | | | | Upgrade | | | New |
| For an upgrade, please state your current mobile number: | | | | |  | | | |
| \*\* If requesting a non-standard specification handset or extra services, this section must be completed. Please detail the additional handset or contract features you require to adequately perform your job/role & outline the business case for requiring these functions or features. | | | | | | | | |
|  | | | | | | | | |
| If obtaining a smart phone, please state size and model required | | | | 16GB | | 32GB | 64GB | |
| Mobile Cost | € | | | | | | | |
| Please supply full account code, for purchase & rental | | |  | | | | | |

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| Please confirm for have read the directions to follow before roaming | I confirm I have read the directions | I cannot confirm I have read the directions |
| You are aware that you are responsible to notify the Buildings & Estates Office of any changes you wish to make to your mobile handset account e.g. cost code changes. If your mobile device is being charged to a research account and the funding closes, you device will be charged to the department cost centre by default if you have not notified the Buildings & Estates Office of a new cost code. The responsibility lies with the department to ensure that the monthly mobile bills are correct. | | |

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| I certify that this application is in compliance with the University College Cork Mobile Phone Policy (on the Buildings & Estates Website), and I agree to abide by the policy | |
| Applicant: | Signature: |
| PRINT NAME: |
| Signature Head of Dept/Unit | Signature: |
| PRINT NAME: |
| Date: |  |

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| Applicants must be authorised by a UMTS Member | |
| UMTS Member: | Signature: |
| PRINT NAME: |
| Date: |  |

Buildings & Estates Office

