**Mobile/PDA Application Form**

**HOLDING ONTO EXISTING NUMBER**

**Transferring personal mobile number to UCC corporate account**

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| Applicants Name: |  |
| Email address: |  |
| Department /Unit: |  |
| Extension Number: |  |
| Reason for requiring a University mobile phone |
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| Are you applying for a standard 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) you will need to submit a full business case to support your application- Please see below |
| Which contract do you wish to apply for? | Voice only | Voice plus data bundle |
| Please state the type of contract handset being applied for: |  | New |
| For an upgrade, please state your current mobile number: |  |

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| If requesting a non-standard specification handset or extra services, this section must be completed. Please detail the additional handset, contract features or accessories you require to adequately perform your job role & outline the business case for requiring these functions or features.  |
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| If obtaining a smart phone, please state size | 16GB | 32GB | 64GB |

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| Please state which network are you currently with? | Vodafone | O2 | Meteor |  Three | e-mobile |
| If you are on currently with Vodafone, please complete the Vodafone Transfer of ownership form.If you are currently with o2, please complete the o2 Transfer of ownership form.If you are currently on any other networks, complete the CAF form of the network you wish to move to. |

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| Please state the type of contract you are currently on  | Bill pay | Pre-pay |
| If you are bill pay, please give details of current contract conditions e.g. how many months remain on your contract? |
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| Please supply full account code, for purchase and rental  |  |

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| Please confirm you have read the directions to follow before roaming |  |

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| 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 money runs out, your 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 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: |
| 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

