

## Request for Electronic Person of Interest (ePOI) Form

This form does not apply to current faculty, staff, or students. Prospective or applicant students are also not eligible for this form. All others are qualified to complete this form. The purpose of this form is to identify the applicant's relationship with the university before being eligible to use University resources. The Applicant must complete and sign this form and return to Sponsor to complete the rest of the form. Sponsor is responsible for submitting the completed form to his/her department Business Office for processing. By signing this form, the applicant and sponsor agrees that the information is accurate.



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### APPLICANT PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

MIDDLE NAME

HOME STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

HOME PHONE :

DATE OF BIRTH:

GENDER:

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Please select the Unique Identifier Type and provide the Unique Identifier (See Page 2, ePOI Service section for SSN Requirements)

Unique Identifier  
Type

Unique Identifier:

If you have concerns about providing your Unique Identifier in writing, you may relay this information to your sponsor verbally. Any information you provide on this form will strictly be used for ePOI processing purposes only. This information will not be disseminated for any other purpose.

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Signature of Applicant:

Date Signed:

## Request for Electronic Person of Interest (ePOI) Form



### SPONSOR INFORMATION

Sponsor myUH ID Number:  Start Date of ePOI Service

Sponsor Name :

Sponsor Department:

Select the ePOI Service that best describes the Applicant's role with the University of Houston

ePOI SERVICE: (see corresponding notes A, B, C below)

- (A) Sponsor must be in a Manager or higher position and within the same department as the Business Office that processes the ePOI service.
- (B) Applicant must provide the Social Security Number (SSN) as Unique Identifier (see Page 1)
- (C) Exchange E-mail not available

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University Information Technology Resources Needed for Applicant\*:

CougarNet       Exchange (E-mail)       UH Alias (@uh.edu)

\*Not all resources are available to all [ePOI Service Types](#)

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Please see our UIT policies concerning computer use:

<http://www.uh.edu/af/universityservices/policies/sam/7InfoServices.htm>

<http://www.uh.edu/af/universityservices/policies/mapp/10mappit.htm>

**The sponsor needs to return this form to his/her Department Business Office for processing.**

For questions about this process or form, please contact [sponsorship@uh.edu](mailto:sponsorship@uh.edu). Sponsorship team is not responsible for processing this form.

Signature of Sponsor:

Date Signed: