



How To Apply For Your University Card

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1. HOW TO APPLY FOR YOUR UNIVERSITY CARD/ FINANCIAL CARD

All people related to the University of Oviedo (Students, administration services, teaching and research staff, other groups) can apply for their University card, which identifies them as members of the university community and permits the access to different university services.

The university card request can be made directly from the information or services terminals (TPS) installed in each center or directly from the web page <http://ti.innova.uniovi.es>

During the application process, users must provide some personal data and indicate if the university card they want to apply for is financial or non financial.

Note: during the application process, users will be asked to give a “date of referecne”. This date will be used only as a password, together with the NIF, in order to permit the access to the follow-up system and the digital photo booth. **Therefore, we recommend users to indicate any date but birth date, provided that this date is not forgotten.**

1.1. Digital photo

Once the application form has been filled in, users must provide a card size photo. In order to do that, the TPS includes a service called “Digital photo booth” (Fotomatón Digital) which allows users to make photos for their university cards.

If users apply for the card from their homes, through the internet, and they have a JPG – format photo, they can upload it directly from the application form.

*a maximum size of 14 kb is recommended.

1.2. follow-up Application.

One the application form and the photo upload has been completed, users can follow up the university card application process by clicking on “application follow-up” (seguimiento de solicitud).

The application status are:

“P” (pending): the user’s relation to the university is pending of verification

“I” (without photo): the photo provided by the user is pending of verification.

“M” (mechanized): the photo is valid and the user’s relation to the university has been verified.



“C” (communicated): the application has been processed and the card is being created.

“D” (Distribution): the card has been created. The follow-up system will advise de user using the message “The Card may be collected” (Puede pasar a recoger su tarjeta) when the card will be ready to be collected.

“E” (Delivered): the card has been already collected by the user.

1.3. Card delivery

If the user has applied for a Non Financial card, it must be collected from the administrative service of the center indicated in the application form.

When the user collects the card, he/she will be given a university PIN in order to have access to all the services available in the TPS. If the user has applied for a Financial Card, he/she will get a letter from CajaAstur indicating the office where the card is ready for collection.

In all financial cards, the default university PIN is 0000. In both cases, changing the university PIN is recommended. Users can change their PIN number in any of the TPS available in the different university centres.