# Graphical user interface, text Description automatically generated

# **Staff and Student Registration Form**

**Welcome to the Sir Graeme Davies Building (SGDB) within the University of Glasgow**.

To comply with safety requirements, you must complete and return this form to:

[sii-enquiries@glasgow.ac.uk](mailto:sii-enquiries@glasgow.ac.uk)

Upon receipt of this form, you will be added to the building email list. This form will be retained until three months after the end date, after which you will be removed from the building email list and the form will be disposed of confidentially. If your contract or degree is extended, you must contact the enquiries inbox to update your details.

If you are looking to create an Affiliate or Honorary profile, please use [this form](https://www.gla.ac.uk/media/Media_873436_smxx.docx) instead.

|  |  |
| --- | --- |
| **Title:** |  |
| **Surname / family name** | **Office Room Number** | | |
| **Forename(s):** |  | | |
| **Job Title:** |  | | |
| **Staff or student number:** |  | **Bench Number:**  **(if applicable)** |  |
| **Office Room Number** |  | **Work Phone Number:** |  |
| **Date Started at SGDB:** |  | **Anticipated**  **End Date** |  |
| **Name of Supervisor / PI:** | **Next of Kin phone number:** | | |
| **Email address:** |  | | |
| **Employee Signature:** |  | | |
| **Supervisor Signature:** |  | | |
| **Date form completed:** |  |