Application for the Interchange-for-All Program

UBC Information Technology

Sales / Accounts

Room 420 - 6356 Agricultural Rd

Vancouver, BC V6T 1Z2

Please see the reverse side of this form for the Interchange-for-All (IfA) Eligibility Rules.
For GPOF or grant-supported, full-time tenured and tenure-track faculty, librarians, administrative and professional staff (M&P), this form is generally not required if a Departmental Computing Accounts Officer is available to purchase IfA accounts.

*** Please Note:** If you do not have a Campus-Wide Login (CWL) account, you will need to sign up for one prior to applying for an Interchange Email/Dial-up account. **Remember that your CWL username will become a part of your email address in the following format: username@interchange.ubc.ca.**

To sign up for CWL, please follow the instructions on this website: https://www.cwl.ubc.ca/SignUp

---

Please PRINT CLEARLY.

Name of applicant: _____ _____ _____ Date:_____

First   Middle   Last

Campus-Wide Login (CWL) Username: _____ *(Required)*

Department: _____ Sub-department: _____

UBC Employee ID *(7-digits)*: _____ UBC Title: _____

Work phone #: _____

Please check: (__) New Account (IfA-Express-5)   (__) Faculty   (__) Staff

Mailing address: _____

(if off-campus)   _____

(__) Existing Account   (__) Renew

Signature: _____

Generally, for tenure-track faculty and M&P staff, please have someone, such as the Admin Assistant complete this section:

I hereby confirm that the above applicant is eligible, because he/she is a **General-Purpose-Operating-Fund or grant-supported, full-time tenured or tenure-track faculty, librarian, or administrative and professional staff (M&P).**

Name of person confirming: _____

UBC Administrative Title: _____ Confirming signature: _____

For other staff & positions, please have this section completed:

I here by approve the above applicant for the IfA program. This program extends to other staff (including unionized staff, and clinical faculty) under specific approval by UBC Department Heads.

Department Head: _____ Authorizing signature: _____

Note: This form is for the purchase of IfA-5 only. If a higher level Interchange package is desired, please accompany this form with a completed Application for Computer Accounts and send the forms together to the UBC IT Sales & Accounts Department.
IfA-5 subscriptions need to be renewed annually.

Interchange-for-All Program Eligibility Rules

Holders of existing Interchange subscriptions who are eligible for Interchange-for-All (IfA) can receive a rebate (credited to the original purchaser) of the value of the Express 5 service for the remaining 30-day intervals of their current subscription.

An individual is entitled to at most one IfA-5 account at any given time. Netinfo is considered to be an equivalent of the Express-5, and therefore students who have, or are eligible to have a Netinfo account, do not qualify under this program.

General Eligibility Rule

Eligibility for the Interchange-for-All program extends to all General Purpose Operating Fund or grant-supported, full-time tenured and tenure-track faculty, librarians, administrative and professional staff.

Special Authorization Rule

Eligibility for this program extends as well to other staff (including unionized staff and clinical faculty) under specific approval by department heads. *(This form must be completed. It should be held on departmental file if processed by a Departmental Computing Accounts Officer.)*

Professors emeriti are also eligible for the IFA program upon specific approval by department heads. The application form for Emeriti can be found here:
http://www.it.ubc.ca/accounts/interchange/profemeriti.html