

June 2007

Dear Adjunct Faculty Member,

The Georgetown University Law Center Office would like to welcome you to our community. As a member of the Law Center community you will be required to have a GOCard, which is the official identification card of Georgetown University. The GOCard provides access to the various buildings on campus and it is also a debit card that will allow you to use your personal debit account for purchases around campus. It can be used for food purchases in the cafeteria, to buy items in the bookstore, purchase snacks in the vending machines and to gain access to the parking garage.

In order to obtain a GOCard, you can submit a photograph of yourself prior to arriving on campus and your GOCard will be waiting for you when you arrive. Simply e-mail your photo in jpg or bmp format to gocard@law.georgetown.edu and we will produce your card. Alternatively, you can use the attached form to submit your photo to our office. The photo should be a passport or wallet size photo with a frontal view of your head and shoulders. If you would like to have your GOCard mailed to you please include your mailing address with your photo. You can also pick up your GOCard in McDonough Hall, Room 101 between the hours of 10:00 a.m. and 5:00 p.m. Monday-Friday. We suggest that you call the GOCard office at (202) 662-9915 ahead of time to make sure someone will be in the office when you arrive. **Please be aware that you must first be in the University system before a GOCard can be issued to you. All of the paperwork you receive from Melvinia Towns in the Payroll office has to be returned to her.**

Please visit our website at www.law.georgetown.edu/gocard to learn more about the GOCard and its many benefits and uses. If you have any questions or need additional information please call the GoCard office at (202) 662-9915 or e-mail us at gocard@law.georgetown.edu.

Sincerely yours,

Mary E. Ward
GOCard Coordinator

Attachment