

International Student & Scholar Services (ISSS)
Science Library G-40 University at Albany
1400 Washington Avenue; Albany, NY 12222 U.S.A.
Phone (518)591-8189; fax (518)591-8171

STUDENT CREDIT/CHARGE CARD AUTHORIZATION FORM

Credit cards and charge cards are accepted by ISSS for facilitating non-face-to-face commerce under the following general conditions. For the cardholder protection as well as ours, ISSS require the following information to be physically kept on file at our office in order for us to process credit/charge cards. If the credit card payment is denied, then ISSS will place a hold on student's University at Albany account until the payment is received in full. We hope and trust you understand.

Please fax this form together with a legible photocopy of the front and back of the credit/charge card and driver's license/passport photo page to:
Fax (518)591-8171 Attn.: Sharon J. Malison

CARD HOLDER AUTHORIZATION: To facilitate my protection as cardholder, I hereby authorize International Student & Scholar Services (ISSS) at University at Albany to charge mailing and/or shipping expenses to my credit or charge card by telephone, facsimile, email or mail orders for mailing documentation from University at Albany to the student indicated below:

Student's Full Name: _____

Please mail student's documents to this address: _____

City _____ State _____ Zip _____ Country _____

Cardholder's Full Name: _____

Cardholder's Complete Billing Address: _____

City _____ State _____ Zip _____ Country _____

Cardholder's Daytime Phone # _____

Card Type: _____ Security code (3 last digits on the back) _____

Card Number: _____ Exp. Date _____

Cardholder's Signature _____