Memorandum

To: Summer Only Students (Students who did not attend the University at Albany in the Fall or Spring semester immediately preceding this Summer session).

From: Parking and Mass Transit Services

Re: Vehicle Registration Process

To guarantee your parking permit is ready for you to pick up as soon as you return to campus, please go to your MyUAlbany account or www.albany.edu/pmts and click on the on-line services link on the left to register your vehicle on line or complete and return the enclosed invoice, vehicle registration form and payment.

IMPORTANT INFORMATION
Parking permits will not be mailed, since we need to verify that the parking permit belongs to the person who receives it. Therefore, you will need to pick up your parking permit when you arrive on campus. You will need to present picture identification.

The Office of Parking & Mass Transit Services is located in a white trailer between Chemistry building & Indian Quadrangle. The schedule to pick up your parking permit is as follows:

PARKING ENFORCEMENT
Parking at the University is enforced by issuing parking citations, 24 hours a day, 7 days a week. Failure to display a valid parking permit and/or parking in the wrong area may result in a parking citation.

Parking maps and parking regulations are available at: http://www.albany.edu/pmts/

*The University at Albany resident freshman parking policy does not allow resident freshmen to register vehicles or park vehicles on campus.*
**Instructions:**
1. **Vehicle Registration Form:** Complete the vehicle registration form (reverse side).
2. **Invoice Form:** Complete the invoice below. The fee to register each vehicle is $46.60
3. **Payment:** Enclose a payment of $46.60 for the first vehicle to be registered and $25.00 for a second. (only 1 decal on a hangtag with two plate numbers if registering more than one vehicle will be issued). If paying by check, please make your check payable to *The University at Albany*. If paying by credit card, provide the credit card authorization information below. **Do not mail cash.**
4. **Mail Back:** Enclosed form and payment in the enclosed envelope.

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**STUDENT VEHICLE REGISTRATION INVOICE**  
*Please Print Clearly*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>UAlbany ID #</th>
</tr>
</thead>
</table>

1. **Total vehicle registration fee:**  
   - *The Vehicle Registration Fee is $46.60*  
   - Add $25.00 if registering 2\textsuperscript{nd} vehicle  
   - $\_\_\_\_\_\_\\n
2. **TOTAL PAYMENT AMOUNT**  
   - $\_\_\_\_\_\_\\n
Make checks payable to *The University at Albany*

**For Credit Card Payments:**
- Discover # ____________________________ Exp.Date__________
- MasterCard # ____________________________ Exp. Date__________
- VISA # ____________________________ Exp.Date__________

Authorized Credit Card Payment Amount  
- $\_\_\_\_\_\_\\n
Signature______________________________
STUDENT VEHICLE REGISTRATION FORM

A. YOUR ALBANY ID: A nine-digit number generated by the University at Albany to uniquely identify each member of its community, including students, faculty, and staff.

Your Albany ID:  
Name:  
Date of Birth (for Parking Staff to validate, or assign, your Albany ID if you do not know it)  
Complete Mailing Address:  
Cell Phone #:  e-mail address

B. VEHICLE TO BE REGISTERED:

<table>
<thead>
<tr>
<th>LICENSE PLATE:</th>
<th>VEHICLE YEAR:</th>
<th>VEHICLE MAKE:</th>
<th>VEHICLE COLOR:</th>
</tr>
</thead>
</table>

| VEHICLE STATE: | VEHICLE TYPE: 2DR, 4DR, SUV, VAN, Wagon, Truck, Motorcycle (Circle one) | Status: Freshman, Sophomore, Junior, Senior Graduate Student, GSEU (Circle one) | Name of Registered Owner of this vehicle:  
Relationship to student__________________ |

C. RESIDENT STUDENT STATUS (Check which applies for Current Semester)

<table>
<thead>
<tr>
<th>Empire Commons Resident</th>
<th>Freedom Apartments Resident</th>
<th>Liberty Terrace Resident</th>
</tr>
</thead>
</table>

Student Authorization: I give permission for the Office of Parking & Mass Transit Services to provide information to my parent or guardian regarding the status of parking citations issued to this vehicle:  YES  NO

VEHICLE REGISTRATION AGREEMENT (MUST BE SIGNED BY APPLICANT)

I am NOT registering a vehicle for a Resident Freshman or a vehicle that is registered in Motor Vehicles to a family member of another student, and I understand that if I do, I will be judicially referred and may lose my parking privileges. I have reviewed the The University at Albany Parking Rules and Regulations at www.albany.edu/pmts and by registering the above vehicle(s) I take full responsibility for parking them at The University at Albany.

APPLICANTS SIGNATURE: ___________________________  Date: __________

To be completed by Office Staff

<table>
<thead>
<tr>
<th>Decal #</th>
<th>Check #</th>
<th>American Express</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decal Exp. Date</td>
<td>Discover</td>
<td>Cash</td>
</tr>
<tr>
<td>Date Issued</td>
<td>M/C</td>
<td>Initials</td>
</tr>
<tr>
<td>Hang Tag Issued</td>
<td>Visa</td>
<td>Amount Pd</td>
</tr>
<tr>
<td>Replaces Decal #</td>
<td>Returned</td>
<td>Lost/Stolen</td>
</tr>
</tbody>
</table>