## REGISTRATION FKF

(Not all information needs to be filled out for all purposes).

|  |  |
| --- | --- |
| **Guest/student information:** |  |
| Full name: |  |
| SDU email address: |  |
| Status/position (eg. research assistant, postdoc, student or another) |  |
| **FKF VIP information:** |  |
| Name of inviting Principal Investigator at FKF: |  |
| Comments (eg. project affiliation, special requirements etc.): |  |
| Green columns ONLY FOR GUESTS  *Name of the university/company, where you are enrolled/employed* |  |
| Date of birth: |  |
| Start and end date at FKF: |  |
| Private email address: |  |
| Key:  *(Students (except for PhD students) must pay a deposit of 300 DKK to get a key, instructions will be sent to the student by the secretariat)* | Yes, I need a key: ꙱  No, I have already a key: ꙱ |
| NB. Employees and guests should send, together with their e-mail, **a picture of themselves in jpg-format for the SDU ID card**. | |

Emergency management at the Department of Physics, Chemistry and Pharmacy: <https://www.sdu.dk/en/beredskabssider/fkf>

FKF Safety guide: <file:///C:/Users/meso/Downloads/Sikkerhedsguide%20FKF_ENG_jun%202022.pdf>

Before going to the lab, you must know our safety rules: <https://sdunet.dk/en/enheder/institutter/fkf/personaleforhold_og_arbejdsmiljoe/arbejdsmiljoe/laboratoriepraksis>

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| *(The information below is to be completed by the secretariat):* | | | | | | | |
| Key deposit paid (300 DKK) | | | | Yes: ꙱ No: ꙱ | | | |
| Information on return of deposit handed out upon return of key | | | | Yes: ꙱ No: ꙱ | | | |
|  | | | | | | | |
| **Nøgle:** | | **Nøgle:** | | **Nøgle:** | | **Nøgle:** | |
| **Udl.** | **Afl.** | **Udl.** | **Afl.** | **Udl.** | **Afl.** | **Udl.** | **Afl.** |

Signature for receipt of key: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: Head of Secretariat Mette Søndergaard [meso@sdu.dk](mailto:meso@sdu.dk)