

## Cover Sheet

### Departmental Guest ID Card

Department Chairs may extend the courtesy of a Departmental Guest ID card to individuals who are coming to campus to participate in department programs or activities or to interact with faculty, researchers, and students in informal settings. The Departmental Guest ID card may not be issued to individuals who provide a form of service to the university or receive remuneration or reimbursement or will be compensated in any way. This status is granted to support the scholarly work of the departmental guest. It does not imply employment by or formal affiliation with Princeton University. Graduate or undergraduate students from other institutions are not eligible for Departmental Guest status. Please contact the Office of the Dean of the Graduate School or the Office of the Dean of the College (as appropriate) to discuss visitor status for students.

Departmental Guest ID cards are issued with an expiration date not more than one year beyond the date of issuance but may be renewed at the request of the sponsoring department. The Departmental Guest ID card serves as the campus identification card for the guest and provides access the following University services:

- Princeton NetID and email account
- Prox access where appropriate
- Access to the University library. The bearer of a Departmental Guest ID card is not eligible for certain library services such as borrowing, using interlibrary loan, or using electronic information resources to which access is limited, by licensing agreement, to members of the Princeton University community
- Parking permit for lot 21
- Ability to purchase Dillon Gym Pass at alumni rate
- Ability to purchase PAW points

Departmental guests are customarily permitted to participate in the academic community of Princeton University under the following terms and conditions. Departmental Guests are required to follow the University's general rules of conduct as defined in *Rights, Rules and Responsibilities* (<http://www.princeton.edu/pr/pub/rrr>) and, to the fullest extent possible, the University's guidelines governing academic freedom and the use and ownership of intellectual property as defined in the *Guide to Intellectual Property at Princeton University* (<http://www.princeton.edu/patents/intelprop.htm>). Departmental guests must accept full legal responsibility for their conduct while at the University. Princeton reserves the right to withdraw guest status should these terms and conditions not be met.

This status is granted to support the scholarly work of the departmental guest. It does not imply employment by or formal affiliation with Princeton University.

Sponsoring a departmental guest is a serious responsibility. The departmental chair's signature on this application indicates his or her assurance that the guest will not engage in activities contrary to the mission of Princeton University. Additionally, the sponsoring Department is responsible for any unpaid balances incurred by the guest, such as library or parking fines.

Department Guest ID cards may be purchased at the annual rate of \$600/year. The ID cards may be purchased by either the guest or by the host Department on the behalf of the guest. Please note it is typically not appropriate for the institutional fee to be charged to a sponsored research account, although, in certain circumstances, charging the fee to sponsored research projects may be appropriate. Such cases must be submitted to ORPA on a case by case basis and approved individually.

Departmental Guest ID cards will be issued only after the attached request form has been :1) completed and signed by the appropriate departmental chair, and 2) the Departmental Guest brings the signed request form, appropriate fee and approved picture ID (e.g., driver's license, passport, current university ID) to the TigerCard Office (Level A, New South).

# DEPARTMENTAL GUEST ID CARD REQUEST FORM

Date \_\_\_\_\_ Action  New  Renewal ID # \_\_\_\_\_ (for ID Office use)

## SECTION I. PERSONAL INFORMATION

Name \_\_\_\_\_ Gender  Female  Male  
Last First MI

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

## SECTION II. APPOINTMENT INFORMATION

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_ (max term = 1 year) Number of months \_\_\_\_\_

Sponsoring department \_\_\_\_\_ Sponsoring faculty member \_\_\_\_\_

Brief description of proposed activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION III. DEPARTMENT AND GUEST CERTIFICATIONS

Terms and Conditions: This sets forth the standard terms and conditions upon which departmental guests are customarily permitted to participate in the academic community of Princeton University. In particular, guest status at Princeton requires that you follow the University's general rules of conduct as defined in *Rights, Rules and Responsibilities* (<http://www.princeton.edu/pr/pub/rrr>) and, to the fullest extent possible, the University's guidelines governing academic freedom and the use and ownership of intellectual property as defined in the *Guide to Intellectual Property at Princeton University* (<http://www.princeton.edu/patents/intelprop.htm>). Departmental guests must accept full legal responsibility for their conduct while at the University. Princeton reserves the right to withdraw guest status should these terms and conditions not be met.

This status is granted to support the scholarly work of the departmental guest. It does not imply employment by or formal affiliation with Princeton University.

Sponsoring a departmental guest is a serious responsibility. The departmental chair's signature on this application indicates his or her assurance that the guest will not engage in activities contrary to the mission of Princeton University. Additionally, the sponsoring Department is responsible for any unpaid balances incurred by the guest, such as library or parking fines. The Departmental guest acknowledges that he/she benefits from being permitted to participate in, and be part of, the University community, and to enjoy the University's resources at minimal or no cost.

\_\_\_\_\_  
Departmental Guest Date Chair of Sponsoring Department Date

## SECTION IV: FINANCIAL INFORMATION

### INSTITUTIONAL FEE:

The institutional fee for department guest status is set each year at an amount that covers the cost to the University of providing access to facilities. Please consult the TigerCard/Parking Office for the current annual rate.

Annual rate: \$ \_\_\_\_\_ Amount of fee: \$ \_\_\_\_\_ (= annual fee \* number of months/12)

Fee to be paid by  Department/Program  Guest

Account No. \_\_\_\_\_ - \_\_\_\_\_ (If fee to be paid by Department) Authorized by: \_\_\_\_\_

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