

Sponsored Visitor Request

The Sponsored Visitor Request form is intended for departments or individuals hosting guests under category IVa of the [University Visitor Policy](#): "visitors requiring up-to-date vaccination". It is not required or intended for visitors in category IVb, which includes attendees of events or conferences. Visitors requiring vaccine attestation must be sponsored by a Princeton University faculty member, employee or graduate student and be approved by the immediate supervisor of the sponsor.

Use one form for each visitor. Section 1 must be completed by the sponsor and section 2 must be completed by the visitor. After sections 1 and 2 are completed, sponsor requests approval from the immediate supervisor. **This form does NOT permit use of Princeton University Libraries unless approved by library staff. Contact refdesk@princeton.edu for more information.**

Princeton University Faculty, Staff or Graduate Student Sponsoring the Visit

Section One

Name Princeton net ID

Department

Purpose of Visit

Buildings to be Visited

Date(s) of Visit

When complete, email form to visitor.

Visitor Must Complete This Section

Section Two

Name Affiliation

Email Mobile Number

Please select the appropriate category

I am up to date with COVID-19 vaccines.

*You are considered up to date after **both** of the below conditions are met:*

- *At least 2 weeks after your second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson.*
- *Received booster if more than 6 months since the second dose of a two-dose series or if more than 2 months since a single dose of J&J.*

I am not up to date with COVID-19 vaccines. Individuals requiring up to date vaccinations who do not meet this requirement may not enter campus buildings.

Return form via email to the University faculty or staff member sponsoring your visit.

Approval

Immediate Supervisor Approval

I approve of this visit.

Name Date