

Sponsored Visitor Request Form

Visitors who enter campus buildings must be sponsored by a Princeton University faculty member, employee or graduate student and approved by the administrative department head or manager of the sponsor. For more information, consult the University's Visitor Policy: ehs.princeton.edu/VisitorPolicy

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 administrative department head. **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

Please select the appropriate category

I am fully immunized against COVID-19

*You are considered fully immunized 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 fully immunized against COVID-19. Individuals who are not fully immunized may not enter campus buildings.

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

Approval

Manager/Department Head Approval

I approve of this visit.

Name Date