

NOTE: Due to the winter surge related to the Omicron variant, please consider whether this visit can be postponed until after Jan. 31, 2022, or be replaced with a virtual meeting.

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.**

Section One

Princeton University Faculty, Staff or Graduate Student Sponsoring the Visit

Name Princeton net ID
 Department
 Purpose of Visit
 Buildings to be Visited
 Date(s) of Visit

When complete, email form to visitor.

Section Two

Visitor must complete this section

Name Affiliation
 Email

Please select the appropriate category

I am fully immunized against COVID-19

You *are* considered *fully immunized*:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

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