

## 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](https://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](mailto: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