RUconnection Guest ID Card Request Form

Individuals without an official university employee or student affiliation, who require access to campus services and facilities, are denoted as having the status type “Guest”. These individuals can be sponsored for an RUconnection ID Card via the following procedure:

First Card Issue:
If the individual does not have an active NETID, an administrator for the sponsoring unit must first complete and submit a request form to establish a new NETID for the guest:
https://registry.rutgers.edu/docs/Guest-NetID-Request-Form.pdf

First or Replacement Card:
Once the guest has obtained a NETID, they should complete this application and have it signed by their sponsoring department chair, center director or dean. Completed applications should be presented in person, with a form of government issued photo ID (driver license, passport, etc.), at an RUconnection Card Office. For more information, including office locations and business hours, visit our website:

If your guest status with the university expires, you may return your ID card to an RUconnection Card Office. Please do not otherwise discard your ID card. It can be reactivated should your guest status be renewed.

There is a $20 replacement fee for lost, damaged or unreturned RUconnection cards.

PLEASE COMPLETE ALL FIELDS - INCOMPLETE FORMS WILL NOT BE ACCEPTED:

Legal Name: ____________________________ Dept/Center: ____________________________

NETID: ____________________________ Campus Address: ____________________________

Phone: ____________________________ Campus: ____________________________

Status: □ Visiting Scholar (Faculty Level Guest) ($20 fee) □ Guest (Student Level) ($20 fee)
□ Affiliate (Officially recognized organizations - Campus Ministries, NJ PIRG, etc. – No fee)
□ Vendor (Building Resident - No fee) □ Trade Worker/Contractor (No fee)
□ Housing Resident (Unaffiliated – no fee) □ Other: ____________________________

Length of Stay: From: ____________ To: ____________ (18 month maximum, renewable)

Permanent Address: ______________________________________________________________

_______________________________________________________________________________

By signing below, the department chair, center director or dean certifies the accuracy of the information and authorizes the access to facilities and campus services which the RUconnection Card provides. The department/center will assist the Libraries to insure that the individual returns all borrowed materials at the end of the term specified.

__________________________________________________________
Original Signature of Unit Head (No stamps/surrogates) Date

__________________________ ____________________________
Print Name Phone