



Administration and Public Safety

Public Safety Technologies  
Public Safety Building  
Rutgers, The State University of New Jersey  
55 Commercial Avenue  
New Brunswick, NJ 08901

pst.rutgers.edu  
idquestions@aps.rutgers.edu

Legacy UMDNJ Index & Account Number \_\_\_\_\_

Rutgers Fund Source Account \_\_\_\_\_

### 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 role an administrator for the sponsoring unit must first complete and submit a request form to establish a new role for the guest:

<https://registry.rutgers.edu/docs/Guest-NetID-Request-Form.pdf>

**First or Replacement Card:**

Once the guest has obtained an active role/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:

<http://pst.rutgers.edu>.

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 (if available): \_\_\_\_\_ 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