

## School of Engineering Swipe Card Access Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Net ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employee Type: \_\_\_\_\_

### REQUIRED APPROVALS

Advisor:

Signature:

Chair/Director: Richard Lehman

Required Access Rooms:

Room	End Date

*By obtaining access to the rooms listed above, I understand that I have been granted special privileges and have certain responsibilities. I will not prop any card access doors open at any time. I will not let others in the card access rooms. I will report any suspicious activity to the appropriate authorities. I understand swipe card access is logged and monitored not only by the School of Engineering, but also by the Rutgers Police Department. I understand that abuse of my privileges will result in having my access privileges revoked.*

Requester Signature: \_\_\_\_\_

Please fill out and email completed form to Nahed Assal: [nahed.assal@rutgers.edu](mailto:nahed.assal@rutgers.edu).