The University of Vermont

48 University Place Burlington VT 05405-1755 Telephone: (802) 656-4509 Email: CATcard@uvm.edu

CATCARD SERVICE CENTER

Student CATCard Access/De-Activation Request Form

This form is only for students (graduate and undergraduate) who need CATCard access for their role as a student. For all other individuals, including for graduate students in an employment role, use the <u>REQUEST FOR KEYS / CATCard ACCESS FORM</u>

Instructions:

- Fill out request below. (Please fill out ALL fields). Do not comingle undergraduate and graduate students on the same form. If requesting access for both undergraduate and graduate students, submit separate request forms.
- List names of students as it appears on their CATcard Student ID.
- Send the completed form INCLUDING 95 NUMBERS along with any attachments to CATcard@uvm.edu.
- Submit an Excel spreadsheet that includes student name and 95# if this request is for more than 5 students.
 Forms received without 95#'s will be returned.

SECTION I: To be completed by requestor.	
The Department ofUVM Department	requests access for:
UVM Department	
☐ Undergraduate Students	☐ Graduate Students in a Student Role
to be granted for the following Building, door or lab.	
	Name of building, door or lab
Access Requested: Fall Spring Year	OtherCan be a specific date range (some restrictions apply*)
*Undergraduate student access is semester based, never to exceed three consecutive semesters.	
Is training required for this access? Yes If yes, type of training	No _date completed
UVM Chair/ Manager/ Supervisor Submitting Request	
	Please print
Please issue access to the following students (please print attach an excel spreadsheet that includes student name an	name and the complete 95 number). If more room is needed, d 95#.
1)	95#
2)	95#
3)	95#
4)	95#
5)	95#
SECTION II: To be completed by Chair, Dean, o	r Director
UVM Chair/Dean/Director Authorizing Request	
	Printed Name
I have verified that UVM training is required for this	access and training is complete and current.
I have verified that UVM training <u>is not</u> required for	this access request.
I have provided UVM's <u>Key and Electronic Access S</u> students listed on this form (via hard-copy or link).	Systems Policy and CATCard and Identification Cards Policy to all
UVM Chair/Dean/Director Signature	Date