



# The University of Vermont

## CATCARD SERVICE CENTER

### Undergraduate Access Request

#### Request for Undergraduate CATcard Access/Card De-Activation

#### Instructions:

- Email completed form to [CATcard@uvm.edu](mailto:CATcard@uvm.edu) or Fax to 656-4528
- Fill out request below. (Please fill out ALL fields) Obtain all required signatures
- List names of students as it appears on their CATcard Student ID.
- If request is for more than 5 students please send in an Excel Spreadsheet with complete 95 numbers as an e-mail attachment, accompanied by this form, to [CATcard@uvm.edu](mailto:CATcard@uvm.edu)

The Department of \_\_\_\_\_ requests Undergraduate access  
UVM Department

To be granted for the following Building, door or lab. \_\_\_\_\_  
Name of building, door or lab

**Undergraduate access is semester based, never to exceed three consecutive semesters.**

Access Requested: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Other \_\_\_\_\_  
Year Year Can be a specific date range (some restrictions apply)

Is training required for this access? \_\_\_ if yes, type of training \_\_\_\_\_ date completed \_\_\_\_\_

UVM Chair/ Manager/ Supervisor Submitting Request \_\_\_\_\_  
Please print

Please issue Undergraduate access to the following students (please print name and the last 4 digits of 95 number)

- 1) \_\_\_\_\_ 95# \_\_\_\_\_
- 2) \_\_\_\_\_ 95# \_\_\_\_\_
- 3) \_\_\_\_\_ 95# \_\_\_\_\_
- 4) \_\_\_\_\_ 95# \_\_\_\_\_
- 5) \_\_\_\_\_ 95# \_\_\_\_\_

#### To be completed by Chair, Dean or Director

UVM Chair/Dean/Director Authorizing Request \_\_\_\_\_  
Please print

UVM Chair/Dean/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

I have verified that UVM training **is** required for this access and training is complete and current

I have verified that UVM training **is not** required for this access request

[Faculty/Staff, Grad/Temp, Vendor/Other access send to Lock Shop](#)

\*For Policy information click on [Badge Policy](#), and the [Key and Electronic Access Policy](#)  
[CATcard Service Center](#) Billings Library, 48 University Place, Burlington VT 05405-1755  
 Telephone: (802) 656-4509, Fax: (802) 656-4528 Email: [CATcard@uvm.edu](mailto:CATcard@uvm.edu)