

Temple University Visitor Card Request Form

A **Visitor Card** is for individuals who will be on campus for less than six months and need non-swipe access to Temple University buildings. The Visitor Card does not have a photograph and can be delivered directly to the requesting department.

Please be aware that this form is for Visitor Card request only. If you need a Guest Account / Card for an individual who needs access to Temple University systems, services and/or resources, go to <http://tuportal.temple.edu> and click on Guest Access Request System. Only full time employees can request access on behalf of a guest.

Note: Information in the NAME, COMPANY/JOB TITLE, and EXPIRES fields will appear on the ID card. Should you have any questions, or require additional information, please do not hesitate to contact the Human Resources Department at 215-204-7174 (Main Campus) or 215-707-5135 (HSC).

Procedure:

- To ensure information is legible, please **type** all required information onto the form via your web browser. You must obtain a level one or two signature for your department.
- Print and deliver completed form to the Human Resources Department, 1938 Liacouras Walk, 2nd Floor (fax: 1-5921) or Student Faculty Center, Room 300 at HSC (fax: 2-2951).
- Contact the Human Resources Department within 72 hours of receipt of your Visitor Card Request Form for the status of your request.

Requester/Department Information:

Requestor's Full Name: _____ Requestor's TUID: _____ Requester's Dept.: _____

Date: _____ Phone: _____ Fax: _____ Email account: _____

Level 1 or 2 Name & Signature: _____

Reason for issuing card: _____

Add
Change
Delete

NAME

PROGRAM/COMPANY/JOB TITLE

EXPIRATION
DATE
(mm/dd/yy)

HOME DEPARTMENT
ORG CODE

(Select one)

(Last, First, Middle Initial)

(Select one)	(Last, First, Middle Initial)	PROGRAM/COMPANY/JOB TITLE	EXPIRATION DATE (mm/dd/yy)	HOME DEPARTMENT ORG CODE