



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

Department of Psychology

**OFFICE USE ONLY**

iClass# \_\_\_\_\_  
 ACMS \_\_\_\_\_  
 Key Req. \_\_\_\_\_  
 Issued \_\_\_\_\_  
 Initials \_\_\_\_\_

**FORM: Office and Building Access Request**

**Check one**

- Faculty                                       Staff                                       Lost key  
 Graduate student                               Undergraduate student\*                               Extension  
 Post-doc, sessional lecturer or visiting researcher\*  
 Other\* \_\_\_\_\_

**Name:** \_\_\_\_\_ **Employee #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Student #:** \_\_\_\_\_  
*Please print* *One # required*

**Building**

- Kenny Building Entrance      Card Expiry Date: \_\_\_\_\_  
 (\*Required for those indicated\*)  
 Pond Entrance  
 CIRS Entrance

**Keys required**

Kenny	Pond	CIRS	Room #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Approving Faculty**

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Instructions**

- This is an internal form only. **Return form to Kenny Room 2509.**
- The request will be processed online. In most cases keys will be ready the next day but high demand keys may not be in stock in which case it could take a week.
- iClass UBC cards are available through UBC Carding Office (Located in UBC Bookstore).
- Pick up your office keys or visitor cards at UBC Access Control & Parking: 204 - 2075 Westbrook Mall (GSAB). The university requires a \$20.00 deposit and picture ID for office keys.
- Visitor cards can be issued for a \$6.00 deposit. The refundable deposit must be paid at UBC Access Control and Parking (GSAB).
- The authorization will expire one month after the key is requested.
- The UBC card may also be used for other buildings on campus using the iClass system.