Department Affiliate ID Card

The University provides Department Affiliate Cards to support the scholarly work of the spouses and partners of Princeton faculty. A Department Affiliate card may not be issued to individuals who receive remuneration or reimbursement or will be compensated in any way, and thus it does not imply employment by Princeton University.

Department Affiliate cards are issued on an annual basis upon the request of a sponsoring department or program. They must be renewed each year. Department Affiliate cards serve as the campus identification card for the Affiliate and provides access to the following services:

- Princeton NetID and email account
- Prox access where appropriate
- Access to the University Library. The bearer of a Department Affiliate card is eligible for all library services, including borrowing, using interlibrary loan, and using electronic information resources to which access is limited, by licensing agreement, to members of the Princeton University community
- Parking permit for lot 21
- Ability to purchase Dillon Gym Pass at alumni rate
- Ability to purchase PAW points
- An office when one is available
- A University computer

Department Affiliates are customarily permitted to participate in the academic community of Princeton University under the following terms and conditions. Department Affiliates are required to follow the University’s general rules of conduct as defined in Rights, Rules, Responsibilities (http://www.princeton.edu/pr/pub/rrr) and, to the fullest extent possible, the University’s guidelines governing academic freedom and the use and ownership of intellectual property as defined in The Guide to Intellectual Property at Princeton University (http://www.princeton.edu/patents/intelprop.htm). Department Affiliates must accept full legal responsibility for their conduct while at the University. Princeton reserves the right to withdraw Department Affiliate status should these terms and conditions not be met.

Sponsoring a Department Affiliate is a serious responsibility. The Department Chair’s signature on the attached application indicates his or her assurance that the Department Affiliate will not engage in activities contrary to the mission of Princeton University. Additionally, the sponsoring department is responsible for any unpaid balances, such as library or parking fines.

Department Affiliate cards are issued after: (1) the attached request form has been completed and signed by the appropriate Department Chair; (2) the Department submits the Department Affiliate application to the Director of the Dual-Career Program in the Dean of the Faculty Office for approval; and (3) the Department Affiliate brings the signed request form and approved picture ID (e.g., driver’s license, passport) to TigerCard Services (Level A, New South).
**SECTION I. PERSONAL INFORMATION**

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Birth Date ___/___/_______  Email __________________________

Address ___________________________________________________________________________________________________

Phone (____) __________________

**SECTION II. APPOINTMENT INFORMATION**

Sponsoring department __________________________________________

Princeton University spouse or partner of the affiliate:

Name: __________________________

Title: __________________________

Department: ____________________

Terms and Conditions:

Department Affiliate cards are issued on an annual basis upon the request of a sponsoring department or program. They must be renewed each year.

The standard terms and conditions upon which Department Affiliates are customarily permitted to participate in the academic community of Princeton University are as follows. Department Affiliates must follow the University’s general rules of conduct as defined in Rights, Rules, Responsibilities (http://www.princeton.edu/pub/rrr) and, to the fullest extent possible, the University’s guidelines governing academic freedom and the use and ownership of intellectual property as defined in the Guide to Intellectual Property and Princeton University (http://research.princeton.edu/facstaff/policy-library).

Department affiliates accept full legal responsibility for their conduct while at Princeton University. Princeton reserves the right to withdraw Department Affiliate status should these terms and conditions not be met.

This status is granted to support the research and scholarly work of the Department Affiliate. It does not imply employment by Princeton University.

The Department Affiliate’s signature below acknowledges that he or she will benefit from being permitted to participate in, and be part of, the University community, and to enjoy the University’s resources at no cost. The Department Chair’s signature below indicates his or her assurance that the Department Affiliate will not engage in activities contrary to the mission of Princeton University. The signature of the Director of the Dual-Career Program in the Dean of the Faculty Office is also required.

Departmental Affiliate __________________________________________

Date

Chair of Sponsoring Department or Program __________________________

Date

Director of the Dual-Career Program in the Dean of the Faculty Office

Date