

Materials Science and Engineering Department

STUDENT KEY REQUEST FORM

Student Name: _____ **Date:** _____

Student Dept: _____ **Student Id #:** _____

Email: _____ **MSE Advisor:** _____

STUDENT STATUS (check one):

- MSE GRAD**
 MSE UNDERGRAD
 NON-MSE GRAD
 NON-MSE UNDERGRAD

KEY DEPOSIT & BUILDING PASS

Students must pay a **\$25 deposit** with their first Key Request. The deposit is refunded when all keys are returned. All future keys are covered by that deposit, except when keys are lost. Lost keys result in the loss of all or part of the original deposit and may require a new deposit for additional keys.

<input type="checkbox"/> \$25 STUDENT KEY DEPOSIT	Deposit Date:	(office use only)	Receipt #:	(office use only)
<input type="checkbox"/> ISSUE AFTER-HOURS Bldg PASS	Expire Date:		Pass #:	

KEYS REQUESTED (check only those needed)

<input type="checkbox"/> ROB/MUE EXTERIOR	B6A7, #	<input type="checkbox"/> MUELLER UGRAD LOUNGE	B6AAAA1, #
<input type="checkbox"/> WILCOX EXTERIOR	C164, #		

For other keys, list the room number, building, and lab name below:

ROOM #	BUILDING	LAB NAME	KEY NUMBER (office use only)

APPROVALS & ACKNOWLEDGEMENTS

FACULTY ADVISOR / AUTHORIZED PERSON - PLEASE READ THE FOLLOWING STATEMENTS & SIGN:

Keys for Graduate: I verify that the above student may be assigned keys as indicated above and is qualified to use the facilities accessed by these keys.

Keys for Undergraduate: I verify that this student may be assigned the key(s) indicated above and is qualified to use the facilities without faculty or grad student supervision, and 2) If an exterior door key and after-hours pass are being requested, I verify that the student is authorized and qualified to use the facilities unsupervised after normal building hours.

AUTHORIZED MSE SIGNATURE HERE	PRINTED NAME
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STUDENT - PLEASE READ THE FOLLOWING MSE KEY POLICY: Keys may not be duplicated or loaned to another person. Lost or stolen keys must be reported immediately to the key administrator. Individual keys should be returned when no longer needed. All keys must be returned to the key administrator when the student leaves the department.

PLEASE SIGN BELOW TO ACKNOWLEDGE THAT YOU UNDERSTAND MSE KEY POLICY:

STUDENT SIGNATURE HERE
