



Instructions:

Requester: Complete sections 1 & 2 then send the completed form to your sponsor

Sponsor: Complete section 3 then send the completed form to support@qc.cuny.edu

SECTION 1

This request form is only for guests. Guests do not get a QC email. Faculty & staff are processed through the on-boarding process.

Guest (Wi-fi, obtain QC id card, access, MyQC, QC Mobile Print)

SECTION 2

First name:

Last name:

Use name from CUNYFirst. If not in CUNYFirst then use legal name)

Home address:

City:

State:

Zip code:

Last 4 of Social Security #:

Date of birth: (format mm/dd/yyyy)

8 digit emplid#:

Existing email address:

(Will only be used to notify completion of processing this form)

SECTION 3 Sponsor information

(If not specified, processed date will be used)

Today's date: (format: mm/dd/yyyy)

Requested expiration date for above account: (Spring ends May 31, Fall ends December 31)

End of current semester (If not specified, this end of current semester will be used)

End of next semester

End of calendar year

Other: (format: mm/dd/yyyy)

Sponsor name:

Department:

Sponsor's email:

(Sponsor must send the form to support@qc.cuny.edu from their QC email.)

Important note:

Sponsor will be held responsible for the conduct of the requester.

Requester is responsible for following the policy located at <http://qc.cuny.edu/?id=W11>

Please allow 2 to 3 business days for your request to be processed