



The Library

UC SAN DIEGO

WongAvery Library Study Lounge Graduate Student Access Request Form

Applicant Information

Name (Last, First) _____

Department/Program _____

Student ID # _____ E-mail _____ Phone # _____

Access Information: Currently enrolled UCSD Graduate students seeking access to the Graduate Study Lounge at WongAvery Library must submit this form, JPEG images of both sides of their UCSD ID, and a screenshot of their current status from TritonLink to [Graduate Lounge Access \(lib-grad-lounge@ucsd.edu\)](mailto:lib-grad-lounge@ucsd.edu). Incomplete submissions will not be processed. Requests are processed within five (5) business days. If after that time your card doesn't work, please contact the Library Safety and Security office on duty.

If your UCSD ID is lost or stolen, you must immediately notify [Graduate Lounge Access](mailto:lib-grad-lounge@ucsd.edu). Access enhanced ID's should only be used by the ID owner; if given to another individual or otherwise misused, access may be revoked from the original requester. Access expires 18 months from date of issue or after 120 days of inactivity. **All requests, including reactivations, and related questions should be sent to [Graduate Lounge Access](mailto:lib-grad-lounge@ucsd.edu).**

Applicant: I certify that the information on this form is accurate and correct. I agree to follow Graduate Lounge use policies as posted in the room and detailed on the [UCSD Library website](http://www.library.ucsd.edu).

Applicant Signature _____ **Date** _____

LSS INTERNAL USE ONLY

LSS Approval: YES NO Access # _____

Created by _____ Date _____