

Research Instructions – Visitor Extension Renewal

PROCESS:

1. Please copy the subject line below, and paste into an email

Subject Line: *PI Name – Employee Name – Visitor Extension Renewal*

2. Investigator is asked to complete “Access ID Form” (see page 2) and attach to email. Please ensure all fields are complete.

There must be an end date listed for the Visitor (e.g., March 23, 2017).

Questions? Contact: Dalbir Singh, Research Projects Assistant (416-864-6060 ext 7863 / singhda@smh.ca)

Bar Code Identification Form

Please print clearly

Last Name				
First Name				
Department Name				
Job Title	Research Visitor			
Phone Number				
E-mail (Mandatory)				
Start Date				
End Date (if applicable)				
Area(s) of access (PI or Manager must initial each entry)	Area Name	Floor	Wing	Initials
PI/Manager Name (Print)				
PI/Manager Signature				

ACCESS CARD NUMBER (MANDATORY)	
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