UIC ENGINEERING
Computer Science

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KEY REQUEST AND BUILDING ACCESS

Please complete this form and submit it to
csbusiness@uic.edu

Date _____

Last Name _____ First Name _____

Email _____ UIN # _____

Choose Personnel Type Graduate

a) Key(s) requested: indicate room number(s)*

Room No. _____ Key No. _____ Faculty in Charge: _____

Room No. _____ Key No. _____ Faculty in Charge: _____

Room No. _____ Key No. _____ Faculty in Charge: _____

***If you do not return your keys by the due date, a hold will be placed on your account indefinitely until all keys have been returned. Account hold will prevent any future registration and may prevent transcript purchase requests. THIS ONLY APPLIES TO STUDENTS.**

You are responsible for the keys listed above. If keys are lost, you will be required to pay for all replacement keys and lock changes.

b) Building Access: please check one

☐ **SEO** expiration date _____

☐ **ERF** expiration date _____

☐ **SEL** expiration date _____

_____ _____
Signature Date

_____ _____
Faculty Authorization Date

**Please allow at least 2 weeks for key pickup. You will be notified by email when keys arrive.