



IAR CARREL SPACE REQUEST FORM

For STUDENTS, FACULTY & VISITING ASSOCIATES

Last name:	First name:
Employee/student #:	Email:
Phone number:	Univ./Dept./Grad Program:
Emergency Contact name and Phone #:	
IAR Centre/ Program/Cluster affiliated with:	Title/focus of research:
Period requested: from _____ to _____	
Choi Bldg access card number OR UBC iclass card # ¹ :	Room number (for renewals only):

¹digits following * on the back of the UBC iclass card

Please keep in mind that carrel space is at a premium, with enormous demand for the few spaces available. Depending on demand and availability, you should expect to share a carrel desk with another occupant. Carrel desks are assigned up to a maximum of **one-year term** after which, renewal may be given on the basis of optimum use of the carrel space. Here “optimum” means for no less than three days per week with a minimum total of 15 hours per week. The Institute retains the right to re-assign carrel space in the event that it is not used regularly or properly.

Signature: _____ Date: _____

IAR Sponsor

Access card: YES NO If yes, choose one: Level 1 Level 2 (incl. computer lab)

Authorized by: (print name & signature) _____ Date: _____

For IAR admin office use only

Room: _____

Carrel number: _____

Please fill out the questions on the back of the form

Specific plan for use of space:

Times/ days of office/ carrel usage:

Project(s) you'll be working on:

Other factors/purposes for consideration:
