Card Access Policy

The CUID serves as identification to access many of the University’s facilities, services and resources. Many University buildings have a card access system which is activated by the Columbia University Identification Card (CUID).

Card access can only be granted to cardholders with a valid CUID. It is the individual cardholder and his/her affiliated department/school’s responsibility to ensure that he/she obtains and possesses a valid CUID while at the University. The campus security system automatically issues a basic access package to all permanent faculty, staff and students. If a cardholder needs additional access to restricted areas, the department administrator must submit a service request through: https://www1.columbia.edu/sec/cu/publicsafety/tickets/index.shtml.

On the Description section of the form, please include the following information:

- Cardholder name
- Cardholder UNI
- ID card number
- Campus
- Access needed

Access requests are mostly processed within 1 business day. In cases where additional authorization is required, processing time could be extended.

Access for casual employees and contractors are evaluated and granted on a case by case basis by Public Safety staff located in Low Library, Rm. 111A. To obtain card access, casuvals and contractors should submit an access authorization letter, signed by the appropriate departmental administrator, which clearly states the areas where one needs access and duration of the access before any access can be granted.

If you are having card access problem to academic buildings at the Morningside Campus, Manhattanville Campus, or the Medical Center, please call 212-854-8500 or 212-853-3310. You may also visit the Physical Security Support Office at 111A Low Library or our Manhattanvile office, located in Room 102 of 3270 Broadway during normal business hours.
For questions and problems regarding access to Residence Halls, call 212-854-2779 or visit the Hospitality Desk located in the Lobby of Hartley Hall.

For questions regarding access to GYM, please contact the Membership Office in the lobby of Dodge Fitness Center at Morningside Campus or Bard Fitness Center in Bard Hall at Columbia University Medical Center.

Library access is automatically included for all faculty, staff and students. Alumni may go to the Library Information Office at 201 Butler Library to inquire about an alumni reading card.

For information acquiring an University ID card, please visit the University ID Center's website http://ssc.columbia.edu/id-center.

Contact

Physical Security Support Office
111A Low Library
212-854-8500

Responsible Office

Public Safety