

**Columbia University  
Application for Student Media Credential:  
Freelance Journalist**

**Freelance Journalist Name:** \_\_\_\_\_

**Freelance Journalist UNI:** \_\_\_\_\_

Key Dates

Applications in the Fall Semester may be submitted until midnight on October 9<sup>th</sup> and until midnight November 30<sup>th</sup>. Applications in the Spring Semester may be submitted until midnight January 30<sup>th</sup> and until midnight April 30<sup>th</sup>. Applications will not be accepted at any other time.

Photograph

Submit a passport size photo (no larger than 100 dpi--passport size) of each "Editorial Staff" member with the application to expedite the process of securing press credentials.

Supporting Documentation

Applicants must submit two or more articles, commentaries, books, photographs, videos, films or audios published or broadcast; applicants may also submit an original letter of assignment. Personal web pages and personal blogs will not be accepted.

Submit Application to:

Submit the application via email to the Office of the University Senate at senate@columbia.edu. Include in the subject line: "Application for Student Media Credential:" and the name of the media outlet.

Request for Reconsideration

If an application is denied, you may submit a Request for Reconsideration with additional information to the email address above for the application.

Credential Pick Up

If approved for a credential, the Freelance Journalist will be notified by email when the credential is available for pick up from the University Senate Office Monday-Friday from 9 a.m. to 5 p.m. on the 4th floor of the Low Library, Room 406. The credential may not be picked up by anyone else.

***Please complete the form overleaf***

**Student Freelance Journalist Information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

UNI: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department/School: \_\_\_\_\_