

**Columbia University**  
**Application for Student Media Credential:**  
**Editorial Staff of a Student Media Outlet**

<p><b>Student Media Outlet Name:</b> _____</p> <p><b>Director / Editor-in-Chief Name:</b> _____</p> <p><b>Director / Editor-in-Chief UNI / E-Mail:</b> _____</p>
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*A student media outlet may apply for a Student Media Credential, valid until May 31 following the end of that academic year. Credential requests for editorial staff of a University-recognized news media outlet must be submitted by the Director / Editor-in-Chief of the news outlet. Please include all requests for credentials on the ONE application. The Editor-in-Chief should submit the request as the "**Contact**" with all editorial staff they assign as Editorial Staff.*

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

This requirement is waived for editorial staff of recognized publications.

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

The Director / Editor-in-Chief will be notified by email when the credentials are 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(s) may not be picked up by anyone else.

**University Recognized Publication Name & Editor-in-Chief Information:**

Organization: \_\_\_\_\_

Director / Editor-in-Chief: \_\_\_\_\_

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

Editor E-mail Address: \_\_\_\_\_

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

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

**Staffer Contact Information:**

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

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

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

E-mail Address: \_\_\_\_\_

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

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