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

Student Media Outlet Name: _____

Director / Editor-in-Chief Name: _____

Director / Editor-in-Chief UNI / E-Mail: _____

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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 11:59 p.m. on September 30 and until 11:59 p.m. on November 30. Applications in the Spring Semester may be submitted until 11:59 p.m. on January 30 and until 11:59 p.m. on April 30. 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.

Supporting Documentation
Applicants must submit two or more of the following: 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.

<u>Credential Pick Up</u>
The Director / Editor-in-Chief will be notified by email when the credentials are available for pick up from the University Senate Office (406 Low Library) Monday-Friday from 9 a.m. to 5 p.m. The credential(s) may not be picked up by anyone else.

University Recognized Student Media Outlet 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:
Telephone:
Department/School:

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Last Name:
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