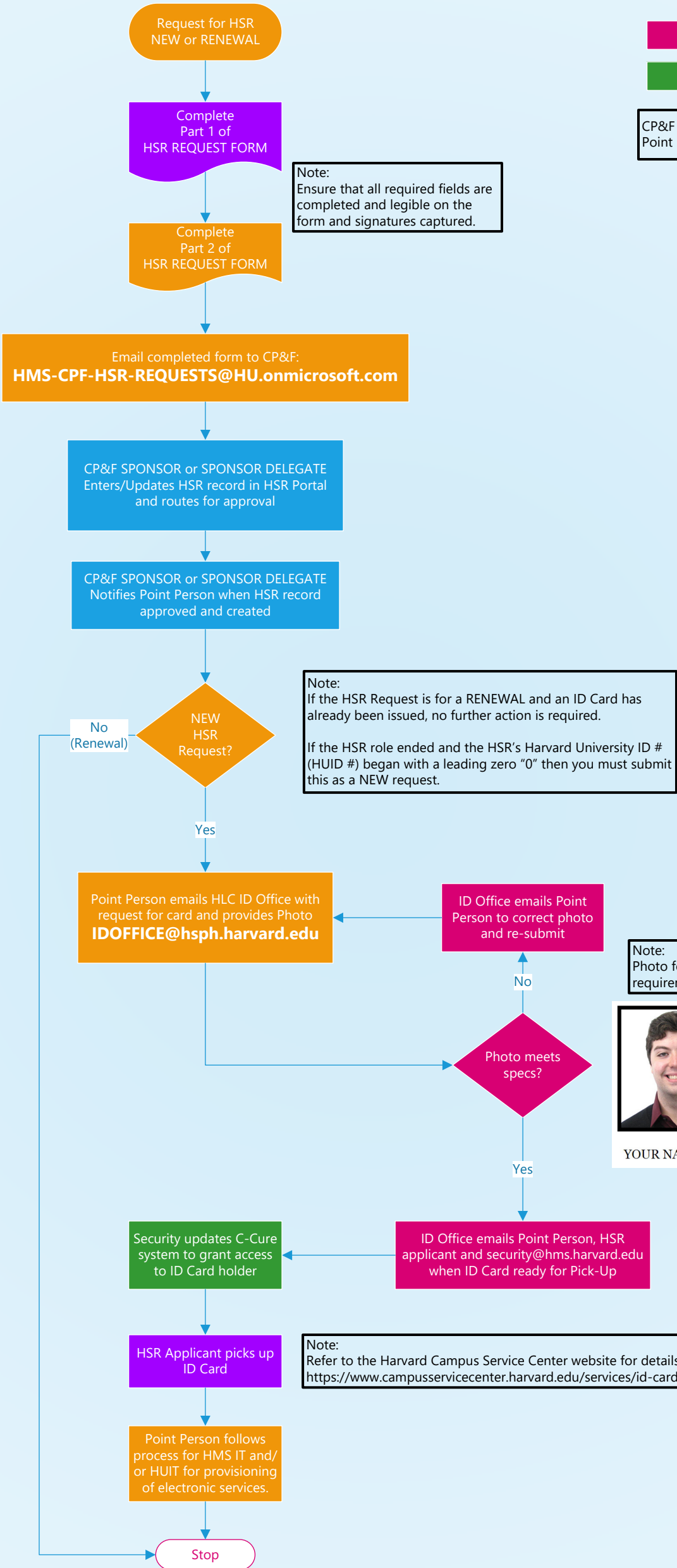


Harvard Sponsored Role (HSR) Request Process TENANTS, VENDORS, & other roles as of 9/22/2022

Legend:

- Point Person/Requester
- Tenant or Vendor applicant
- HMS-CP&F Sponsor/Delegate
- ID Office
- Security

CP&F Point Person	Campus Planning & Facilities Person requesting the HSR account
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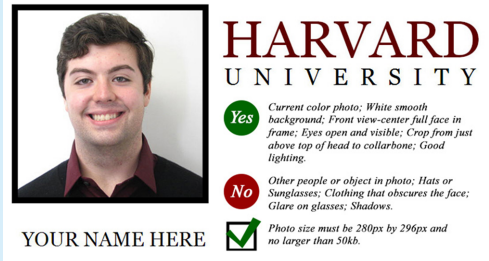


Note:
Ensure that all required fields are completed and legible on the form and signatures captured.

Note:
If the HSR Request is for a RENEWAL and an ID Card has already been issued, no further action is required.

If the HSR role ended and the HSR's Harvard University ID # (HUID #) began with a leading zero "0" then you must submit this as a NEW request.

Note:
Photo for ID must meet the requirements of the ID Office.



Note:
Refer to the Harvard Campus Service Center website for details on how to obtain an ID card:
<https://www.campusservicecenter.harvard.edu/services/id-cards/how-obtain-id-card#tab2>