In order to enter complete records you will need the following information for each student:

**All students:**
- First Name
- Last Name
- Student activity
- Department hosting the student *(e.g. if the student is funded through your program but will be conducting research in a chemistry lab, you would list “Chemistry Department” as the host department)*
- Student Start date *(date arriving on campus)*
- Student End date *(date leaving campus)*
- Whether or not they are a Princeton University student

**Princeton students:**
- Princeton University ID number *(students have this number on their TigerCards and it is in StuView)*
- Princeton University Netid *(can be found in the University directory – does not always match email)*

**Non-Princeton students:**
- Class year
- Birth date
- Personal email address *(this can be their college email or a personal email)*
- Mobile phone number

**Recent Princeton Graduates**
After graduation, these students are no longer considered Princeton students. To ensure they are provisioned a temporary TigerCard for the summer (which will give them access to the library and a free pass to Dillon Gym), you should list them as ‘non-Princeton student’ in the Summer Registration Program Form. They will receive an automated message to ask them to complete the Summer Registration Student form and submit a photo for their new card.

If you have questions, please check the [Summer Registration Program](#) website or write us at srpcontact@princeton.edu.
Enter application here: Summer Registration Program Form

Log in through the CAS system using your Princeton credentials and you will see the following screen:

**Summer Registration Program Form**

Thank you for your assistance with the on-campus summer undergraduate registration process.

As the point person of your department or office’s on-campus undergraduate program, please use the template below to register all undergraduates who will be on campus and sponsored (i.e., funded) by your department this summer. Please include University and non-Princeton University undergraduate students (if applicable) and indicate the student’s primary activity (i.e., student interns, students conducting independent work research (i.e., junior projects or senior theses), students taking classes for credit, and/or student workers).

We encourage you to submit your participants information as soon as students confirm their participation with you as the Office of the Registrar will be processing your submissions on a rolling basis until your program’s SRP submission deadline.

For every student, you must complete all columns up to and including the “Princeton Student?” checkbox (if applicable).

- For all Princeton students, please complete the PUID (i.e., nine digit number unique identifier) and NetID fields.
- For all non-Princeton students, please complete the Class year, Birth date, Personal email address, and Mobile phone number fields. Once you have filled out all of the required information, please click the small button at the end of the row; this will send the student an automated email containing a link to the Summer Registration Student form for collecting additional information to supplement the student records.

If you administer more than one program, please use the Current Program dropdown to select the appropriate program for individual entries. To view all of your submissions, please select the “All Programs” option.

To add a new row, click the Add Row button below the table.

To delete a row, click the red button with the “X” at the start of the row.

When you are done making edits please click the Save button located at the bottom, next to Add Row.

To sort your entries by one column, click the column name; to sort by additional columns, hold the CTRL key while clicking each additional column name.

Thank you for helping us improve the safety and overall experience of Princeton’s summer students. If you have any questions, please email us at srp@princeton.edu.

Click on +Add Row to enter a new summer student
You will see the following appear at the bottom of your records list:

Please note that your Program ID auto-populates from your user information. If you manage multiple programs, you will be asked to choose the program before adding a row:

In some instances, the start and end date of your program may populate as well. You can edit if the student is planning to arrive and/or leave at a different time.
Complete the First and Last name fields. You’ll note that the Student Activity field has a pull-down menu to choose an option from:

Options:
- Intern (receiving stipend)
- Senior thesis researcher
- Student taking course for credit
- Student worker (paid hourly)

Complete the department hosting the student.

If start and end dates are blank or incorrect, please use the calendar pull-down to enter correct dates.

If student is a Princeton University student, click on the box to indicate that:

You will note the fields for non-Princeton students change color – you will not be permitted to enter data in these fields.

If the student is a non-Princeton student, you will leave the box unchecked and the Princeton student fields will be a darker color indicating that you cannot enter data in these fields:
Complete the balance of fields required for the student type you are entering. As you complete a record click on the Save button below the spreadsheet.

If the student record is for a non-Princeton student, please click on the Send Email icon at the end of the record:

As you can see in the record above, once an email is sent, it will change from the send email icon to a check.

Repeat the process by clicking on the +Add Row button for each additional record you need to enter.
For your reference, the email to non-Princeton students will provide them with a link that brings them to the following form for completion. It will prepopulate the birthdate, mobile phone, and graduation year for the student to confirm or correct if there is an error. You will not see the data collected from the student but this will allow you to answer questions they may have about the form.

Princeton University
Summer Registration Student Form

Congratulations on being selected into one of Princeton's on-campus undergraduate program for summer of 2020! Please complete the form below as soon as possible (and no later than May 17, 2020). The information you provide will be used for the provisioning of your TigerCard, give you access to the University Library and Gym and for you to receive campus-wide announcements and critical communications. We look forward to seeing you on campus this summer.

Please fill out all fields marked with a red star *. 

What is your preferred first name? *

What is your reason for being on campus? *
- Senior thesis researcher

What is the name of your faculty adviser / supervisor this summer? *

What was your sex at birth? *

Date of birth *
09/15/1990

Cell phone number *
609-924-8875

Please select the option or options that best describe your gender identity. Your gender identity is confidential and is not generally available.
- Cisgender
- Genderqueer/non-conforming
- Man
- Other
- Trans/transgender
- Woman

Please select the option that best describes your ethnicity *

What is your current university? *

When do you expect to graduate? *
- 2022

What is your major / concentration? *

What is the name of your preferred contact in case of emergency? *

What is the cell phone number of your emergency contact? *

What is your US citizenship status? *

When you are satisfied with your responses please click the Submit button below. Please note that once this form is submitted it cannot be returned to.

Submit