

# Hamilton Library

## Research Carrel Application Form

Applications for Research Carrels are accepted during the application period beginning on the 1<sup>st</sup> day of instruction and ending on the 1<sup>st</sup> Friday of the semester/session. Completed applications may be turned in to Hamilton Library-Administration office, Room 112, M-F, 8:00am–4:00pm. Research carrels Policies and Procedures can be found at <http://manoa.hawaii.edu/library/services/other/carrels/>.

### SECTION 1. APPLICANT

Please print or type. Check applicable boxes.

Name: \_\_\_\_\_ UH ID#: \_\_\_\_\_  
(Last, First)

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

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

Department: \_\_\_\_\_ Status:  PhD  Masters

Brief description of research topic:

Reason for need:

Semester/Session needed:  Fall  Spring  Summer

Location preferred:  2nd floor  3rd floor  4th floor

*I have read and agreed to the Research Carrel Policies and Procedures.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2. DEPARTMENT /GRADUATE CHAIR'S CONFIRMATION

**Student may attach a copy of their approved Advance to Candidacy Form II as confirmation or get chair's signature.**

**Chair acknowledges the below checked box is accurate.**

- 1. Priority 1: UH Mānoa PhD candidates working on their approved dissertations.
- 2. Priority 2: UH Mānoa Masters Plan A candidates working on their approved theses.
- 3. Priority 3: UH Mānoa PhD students who have not advanced to candidacy.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

*For office use only: Date Application Received: \_\_\_\_\_ Priority: \_\_\_\_\_ Assigned Room#: \_\_\_\_\_*