


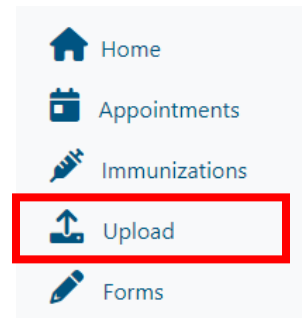
## **Temporary Priority Parking** **Permit Request Instructions**

*This process should be completed by those individuals who need to request a priority parking permit due to a medical condition and have NOT been given a handicap parking permit by their state.*

1. Collect all information relating to your medical need for a parking permit, including evaluation and diagnosis from the original healthcare provider.

2. Log in to Medicat (Hofstra.edu/Medicat) with your Hofstra Username and Password

3. On the left side of the page click "Upload" 



4. Scroll down and click the "Select file" button next to "Documentation for parking permit".

### **Documentation For Parking Permit**

If you are requesting a temporary priority parking pass - upload your medical doc

5. Upload all files pertaining to your request.
  - a. You may need to create multiple files and repeat the upload process for each item.
6. After you upload, our team will review your request and respond within 5 business days.
  - a. If additional information is needed, we will reach out.
  - b. If approved, you will be contacted by Public Safety to pick up your parking permit.

*Please allow 5 business days for your request to be processed.*