

# How to Request Your USC ID Card

## 1. Submit an image online.

Visit [http://www.usc.edu/bus-affairs/admin\\_serv/uscard\\_serv/general/getting\\_id.html](http://www.usc.edu/bus-affairs/admin_serv/uscard_serv/general/getting_id.html) to submit a jpeg image for your USCard student ID. JPEG image must meet specifications provided on the website. Name the image [Lastname\_Firstname] followed by the appropriate extension (for example: smith\_john.jpg).


## USCard Services

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NOT JUST A CARD...USCARD!

### GETTING YOUR ID

USC students, faculty, staff and special/non-credit program participants can submit an image electronically by following the specifications below. Returning students replacing lost cards may request a card using the image on file.



- Color picture with a white background and a small space between the head and the top of the image (see sample image above).
- Must be a front view image - no profile.
- No hats or sunglasses.
- Use only a very recent picture.
- Name the image (Last name\_First name) followed by the appropriate file extension, i.e., trojan\_tommy.jpg
- **Please allow for 2 business day for processing. You will receive an electronic notification when your card is ready to be picked up.**
- The cost for a **replacement card is \$25** payable by cash, credit/debit, discretionary, or by charging your account (students only).

[CLICK HERE TO SUBMIT AN IMAGE ON-LINE](#)

[TO USE AN IMAGE ALREADY ON FILE, CLICK HERE](#)

## 2. Order your USCard.

Complete the <https://elmer.uscard.usc.edu/uscard/general/customize.asp> and Select the following options on form:

- School/Department: *USC Viterbi School of Engineering*
- Status: *Graduate Student*
- Where would you like to pick up your USCard?: *Viterbi DEN (online students only)*

University of Southern California

# USCard Services

HOME

NOT JUST A CARD...USCARD!

## ORDER YOUR USCARD HERE!

### USCard Request for On-line Image Submission

UPLOADED PHOTO INFORMATION2

\* Required

First Name:  \*

Last Name:  \*

USC ID:  \*

Phone Number:

Cell Phone Text Notification:

[Click here for instructions on how to receive a text notification.](#)

Email:  \*

School/ Department or Special/Non-Credit Program:  ←

Status:  ← \*

Where would you like to pick up your USCard?:  ←

Upload Digital Photo:  No file selected. \* (max file size 10MB)

I hereby acknowledge acceptance of the terms and conditions stated in the [USCard terms and conditions](#) and certify that it is my university id number, i.e., student or employee id number.

## 3. Notify the GAPP Office.

USCard Services will send you an email when your USCard is available for pick up. Please forward that email to [masters@gapp.usc.edu](mailto:masters@gapp.usc.edu) and include your mailing address in the email you send. **USCard Services will NOT mail you the card.** The GAPP Office will pick up your USCard and mail it to the address you provided.