# 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 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).

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)*



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 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.