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](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.