How to Request Your USC ID Card

1. Submit an image online.

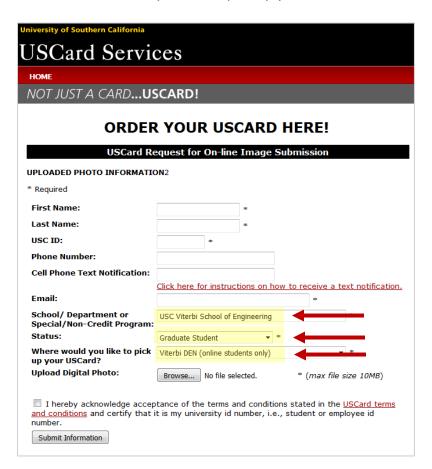
Visit http://www.usc.edu/bus-affairs/admin_serv/uscard_serv/general/getting_id.html to submit a jpeg image for your USCard student ID. JPEG image must meet specifications provided on the website. Name the image [Lastname_Firstname] followed by the appropriate extension (for example: smith_john.jpg).



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.