

All continuing and fixed term employees are eligible for a CSU Card. Visiting and adjunct (VA) staff are not eligible for a CSU Card unless stated in their letter of appointment. Casual employees who require a CSU Card to conduct their duties may request a card with the authorisation of their Head of School or manager.

Continuing, fixed-term and authorised VA staff members located on a campus where there are card production facilities **DO NOT** need to complete this form.

Continuing, fixed-term and authorised VA staff members located on a campus where there are no card production facilities **MUST** complete this form.

Casual employees who require a CSU Card to conduct their duties **MUST** complete this form.

Further information is available on the [Fact Sheet](#).

Applicant's Details

Given Name

Surname

Reason for Card

Employment Status

Staff Number

Email Address

Card Collection/Issue

Address for Mailing

Authorisation (for Casual Employees Only)

Supervisor
(Band 5 or above)

Name

Signature

Date

CASUAL EMPLOYEES
Submit to Supervisor for Approval

Submit Authorised Form & Photo
to staffcard@csu.edu.au

Student Central Use Only

Card Produced By:

Card Produced Date:

Card Issued By: