

<p>Purpose of CSU Cards</p>	<ul style="list-style-type: none"> <li>• Identify an individual as a student or staff member of the University;</li> <li>• Access library services;</li> <li>• Purchase items from campus retail outlets; and</li> <li>• Gain entry to buildings that are fitted with Cardax proximity readers.</li> </ul>
<p>Continuing and Fixed-Term Employees</p>	<p>All continuing and fixed-term employees are eligible for a CSU Card.</p> <p>To obtain a card, employees located at campuses with card production facilities (see below) should email <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a> requesting an appointment to have their photograph taken and include:</p> <ul style="list-style-type: none"> <li>• the campus where they are requesting the appointment; and</li> <li>• their preferred day.</li> </ul> <p>An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand.</p> <p>Employees located at other sites can request a CSU Card by:</p> <ol style="list-style-type: none"> <li>1. completing the <a href="#">CSU Card Application for Staff Members</a>;</li> <li>2. attaching a coloured digital photograph (less than 100kb and in JPG format); and</li> <li>3. forwarding to <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a>.</li> </ol>
<p>Visiting and Adjunct Staff</p>	<p>Visiting and adjunct staff are not eligible for a CSU Card unless stated in their offer of appointment.</p> <p>To obtain a card, staff located at campuses with card production facilities (see below) should email <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a> requesting an appointment to have their photograph taken and include:</p> <ul style="list-style-type: none"> <li>• the campus where they are requesting the appointment;</li> <li>• their preferred day; and</li> <li>• attach a copy of the <i>Confirmation of Adjunct Appointment</i> email received from vastaff which confirms eligibility to a CSU Card.</li> </ul> <p>An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand.</p> <p>Staff located at other sites can request a CSU Card by:</p> <ol style="list-style-type: none"> <li>1. completing the <a href="#">CSU Card Application for Staff Members</a>;</li> <li>2. attaching a coloured digital photograph (less than 100kb and in JPG format);</li> <li>3. attach a copy of the <i>Confirmation of Adjunct Appointment</i> email received from vastaff which confirms eligibility to a CSU Card; and</li> <li>4. forwarding to <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a>.</li> </ol>
<p>Casual Employees</p>	<p>Where a card is required in the conduct of their duties, casual employees may request a card by completing the CSU Card Application for Staff Members and gaining approval from their supervisor.</p> <p>Casual employees located at campuses with card production facilities (see below) should email <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a> requesting an appointment to have their photograph taken and include:</p> <ul style="list-style-type: none"> <li>• the campus where they are requesting the appointment; and</li> <li>• their preferred day.</li> </ul> <p>An appointment time and directions will be confirmed via return email. Please note that the production of student cards will be given priority during periods of peak demand.</p> <p>Employees located at other sites can request a CSU Card by:</p> <ol style="list-style-type: none"> <li>1. completing the <a href="#">CSU Card Application for Staff Members</a>;</li> <li>2. attaching a coloured digital photograph (less than 100kb and in JPG format); and</li> <li>3. forwarding to <a href="mailto:staffcard@csu.edu.au">staffcard@csu.edu.au</a>.</li> </ol>
<p>Card Production Locations</p>	<p>Card production facilities are located at the following campuses:</p> <ul style="list-style-type: none"> <li>• Albury-Wodonga</li> <li>• Bathurst</li> <li>• Dubbo</li> <li>• Orange</li> <li>• Port Macquarie</li> <li>• Wagga Wagga</li> </ul>