



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.

Further information is available on our website.

#### General conditions of use

You must carry your card at all times while on campus and present the card to authorised Charles Sturt representatives. Cards are **not transferable**. When a card is used to access facilities, the use of the card is considered an agreement by the holder and their employer to be bound by any rule or condition applying to the respective facility, service or concession. Card holders cannot lend their card or permit other people access to facilities or services using the card.

#### Charles Sturt Card Ownership

Your card remains the property of Charles Sturt University. You must return your card to the University immediately if asked to do so.

#### Staff Member's Details

Given Name:

Surname:

ID Number:

**Employment Type:** Continuing:

Fixed Term:

Casual:

Adjunct/Visiting:

This is for a new staff member:

or a replacement card:

#### Supervisor Authorisation

Given Name:

ID Number:

I certify that the photo provided has been confirmed as the staff member detailed above.

Signature:

Date:

Supervisor Location (Campus Building Room):

Once completed, this form and attached jpeg passport style photograph of the staff member should be emailed by the supervisor to [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au)