

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 our [website](#).

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
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> CASUAL EMPLOYEES Submit to Supervisor for Approval </div>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Submit Authorised Form & Photo to staffcard@csu.edu.au </div>	
Student Central Use Only			
Card Produced By:	Card Produced Date:	Card Issued By:	