# CSU Cards for Staff Members

## Purpose of CSU Cards
- Identify an individual as a student or staff member of the University;
- Access library services;
- Purchase items from campus retail outlets; and
- Gain entry to buildings that are fitted with Cardax proximity readers.

## Continuing and Fixed-Term Employees
All continuing and fixed-term employees are eligible for a CSU Card.

To obtain a card, employees located at campuses with card production facilities (see below) should email [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au) requesting an appointment to have their photograph taken and include:
- the campus where they are requesting the appointment; and
- their preferred day.

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.

Employees located at other sites can request a CSU Card by:
1. completing the [CSU Card Application for Staff Members](#);
2. attaching a coloured digital photograph (less than 100kb and in JPG format); and
3. forwarding to [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au).

## Visiting and Adjunct Staff
Visiting and adjunct staff are not eligible for a CSU Card unless stated in their offer of appointment.

To obtain a card, staff located at campuses with card production facilities (see below) should email [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au) requesting an appointment to have their photograph taken and include:
- the campus where they are requesting the appointment;
- their preferred day; and
- attach a copy of the Confirmation of Adjunct Appointment email received from vastaff which confirms eligibility to a CSU Card.

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.

Staff located at other sites can request a CSU Card by:
1. completing the [CSU Card Application for Staff Members](#);
2. attaching a coloured digital photograph (less than 100kb and in JPG format);
3. attach a copy of the Confirmation of Adjunct Appointment email received from vastaff which confirms eligibility to a CSU Card; and
4. forwarding to [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au).

## Casual Employees
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.

Casual employees located at campuses with card production facilities (see below) should email [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au) requesting an appointment to have their photograph taken and include:
- the campus where they are requesting the appointment; and
- their preferred day.

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.

Employees located at other sites can request a CSU Card by:
1. completing the [CSU Card Application for Staff Members](#);
2. attaching a coloured digital photograph (less than 100kb and in JPG format); and
3. forwarding to [staffcard@csu.edu.au](mailto:staffcard@csu.edu.au).

## Card Production Locations
Card production facilities are located at the following campuses:
- Albury-Wodonga
- Bathurst
- Orange
- Wagga Wagga

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