

USC ID Card Request

School of Engineering x 06230

I.D.'s can be obtained from the USCard Office in the lobby of the Commons Building (COM)-830 Childs Way
YOU MUST BRING A PHOTO ID

1. Employee Name:

2. Employee ID Number:

3. SSN#:

4. Please check one:

Faculty

Staff

Postdoctoral Scholar (check one below):

Postdoctoral Fellow - Student

Postdoctoral Research Associate – Staff

Part – Time Faculty (please fill out statement below)*

Visiting (please fill out statement below)*

5. Benefits Eligible: Yes No

6. Percent (%):

7. Pay Freq.: Monthly Bi-Weekly

8. Sub-Department Name:

9. Department Number:

10. Sub-Department Coordinator:

Phone/Ext.:

11. Authorized Signer: _____ Date: _____
(EFO Staff, Home Department Coordinator only)

* This applicant is a (an) _____ and will will not be on the University Payroll System (ais-c), but needs to obtain a USC ID card to be used only for identification purposes and library privileges. Please issue the card for the time period of to _____.