

USC Gold Card Application

Gold Card information page on the **Employee Gateway**.

- I am applying for a Gold Card and to keep my @usc.edu email address
- I am applying for a Gold Card but do not wish to keep my @usc.edu email address
- I am applying ONLY to keep my @usc.edu email address

Print full legal name	USC 10- or 7-digit ID	Email address (@usc.edu)	
Personal email address	Primary phone number	Age at retirement	Years of service
Hire date (MM/YY)	Separation date (DD/MM/YY)	Mailing address	

Print full name of spouse/partner if requesting a complimentary spouse/partner card <i>If requesting spouse card, attach/include a color photo of spouse/partner (not a driver's license or passport photo, please)</i>	Spouse's date of birth (required to generate spouse's Gold Card)
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I am a Professor Emeritus/Emerita yes no Please list me in the Directory yes no

By signing below, I certify that the above information is correct, and that I understand and agree to abide by the following statements:

- Gold Card privileges are immediately discontinued if I return to benefits-eligible USC employment.
- A Gold Card may be revoked for violations of university policy.

Signature	Date
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Scan/email this application to: uschr@usc.edu or Mail (along with any additional required documents) to:
USC HR Service Center
3720 S Flower St, 2nd Floor
Los Angeles, CA 90089-0704

If you wish to check on the status of your Gold Card application, please contact the HR Service Center at (213) 821-8100.

For office use only		Entered to IVIP	Comments/Problems
	Employment status	Date card requested	Card mailed
	Years of service 10+	Entered to WD	Processed by
	Age 55+	Closed Dovetail	