

PROCEDURES TO OBTAIN THE NSU CARD

(FOR DISTANCE LEARNING STUDENTS AND EDUCATIONAL CENTERS ONLY)



1. Complete the NSU Card Agreement that is available online at:
<http://www.nova.edu/nsucard/apply>
2. Photo requirements:
Submit a PASSPORT SIZE photo in color. (May be purchased at a local drugstore.)
 - The picture should have a blue or white background.
 - You should be facing the camera in the photo (no profiles please).
 - You should NOT be wearing a hat or sunglasses.
 - Do NOT send a driver license, employment, student or other plastic ID/badge.
 - Do NOT send a color photocopy of your current passport photo, driver license, Military ID or other form of identification.

*****Photos that do not adhere to these requirements will be returned to sender. *****

Specifics can be found under “Policies and Procedures”:

<http://www.nova.edu/nsucard/policies/index.html#issuancepolicies>

3. Send the NSU Card Agreement and photo to:
Nova Southeastern University
Campus Card Services
3301 College Avenue
Fort Lauderdale, FL 33314

***** Please be advised: You must be registered for the current semester PRIOR to submitting your NSU Card Agreement and photo. *****

You should receive your NSU Card within two weeks from receipt of your request. It is your responsibility to follow up with Campus Card Services if you have not received your NSU ID within this time.

If you have any questions, please feel free to contact Campus Card Services at (954) 262-8929 or visit our website at: <http://www.nova.edu/nsucard>.