



Virginia State University Employee Trojan Card Request

To obtain your VSU Trojan Card please take this form, with all required signatures and some form of picture identification, to the VSU Trojan Card Office, Room B-10 Virginia Hall. The form can be filled out electronically.

Name:	
VSU ID# or State ID #: Human Resources will provide the ID number to you at or within five business days of the new employee orientation.	
Department:	
Employee Category:	
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Contract Staff (Outsourced) <input type="checkbox"/> Hourly	
<input type="checkbox"/> Temporary (Employment Agency Personnel) <input type="checkbox"/> Other (please define):	
Projected Employment Termination Date: <input type="checkbox"/> Indefinite	
Account Manager Signature:	Date:
Employee Signature:	Date:

Do Not Write Below this Line

<input type="checkbox"/> Identification Verified	<input type="checkbox"/> VSU Trojan Card Issued
Trojan Card Operator Signature:	Date:
Employment Terminated and Card Deactivated by (initials):	Date: